

[Your Name]
[Your Position]
[Your Company/Institution]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Position]
[Recipient's Company/Institution]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to recommend [Candidate's Name] for [specific position, program, or opportunity] at [Recipient's Company/Institution]. I have had the pleasure of working with [Candidate's Name] for [duration] at [Your Company/Institution], where [he/she/they] has held the position of [Candidate's position].

During this time, I have been continually impressed with [Candidate's Name]'s [specific skills or attributes], which have greatly contributed to our team's success. [Provide specific examples of achievements or experiences that highlight the candidate's strengths].

[Candidate's Name] has shown remarkable [qualities, such as leadership, dedication, creativity], and I have no doubt that [he/she/they] will bring the same level of excellence to [Recipient's Company/Institution]. [He/She/They] is truly deserving of this opportunity.

Please feel free to contact me at [your phone number] or [your email address] if you have any further questions or need additional information.

Sincerely,

[Your Name]
[Your Position]
[Your Company/Institution]