

Subject: Letter of Recommendation for [Recipient's Name]

Dear [Recipient's Name or Admissions Committee/Employer],

I am writing to wholeheartedly recommend [Candidate's Name] for [the position, program, or opportunity] at [Institution/Organization Name]. I have had the pleasure of working with [him/her/them] for [duration] in [capacity or relationship, e.g., as a supervisor, professor, etc.], and I have been consistently impressed with [his/her/their] [specific qualities, skills, or achievements].

[Paragraph detailing specific experiences, skills, and accomplishments. Include examples that showcase the candidate's strengths, work ethic, and impact.]

In addition to [his/her/their] professional skills, [Candidate's Name] possesses [mention personal attributes, such as leadership, teamwork, or communication skills] which significantly contribute to [his/her/their] effectiveness in [specific situations].

I am confident that [Candidate's Name] will be an excellent addition to [the program, team, etc.]. I highly recommend [him/her/them] without reservation. Should you have any questions or require further information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Position]

[Your Institution/Organization]

[Your Contact Information]

[Date]