

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

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

Dear [Recipient's Name],

I am writing to highly recommend [Applicant's Name] for [specific position, program, or opportunity] at [Recipient's Institution/Organization]. I have had the pleasure of working with [Applicant's Name] for [duration] in my capacity as [Your Position] at [Your Institution/Organization].

During this time, I have witnessed [Applicant's Name]'s [specific qualities, skills, or achievements]. [Provide specific examples that illustrate the applicant's strengths and contributions].

[Discuss further attributes or experiences that make the applicant a suitable candidate, including relevant projects, teamwork, or leadership abilities].

I am confident that [Applicant's Name] will bring the same dedication and excellence to [Recipient's Institution/Organization] as they have shown during their time with us. I strongly endorse [his/her/their] application and anticipate [his/her/their] positive impact in your program.

Please feel free to contact me at [your phone number] or [your email address] if you require any more information or insights about [Applicant's Name].

Sincerely,

[Your Name]  
[Your Position]