

[Your Name]  
[Your Position]  
[Your Organization]  
[Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Position]  
[Recipient's Organization]  
[Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to highly recommend [Candidate's Name] for [specific position/opportunity] at [Organization/Institution Name]. I have had the pleasure of [working with/knowing] [Candidate's Name] for [duration] at [Your Organization/Context], where [he/she/they] has consistently demonstrated [specific qualities or skills].

During [his/her/their] time at [Your Organization/Context], [Candidate's Name] [describe specific projects, achievements, or responsibilities].

[He/She/They] exemplified [qualities like leadership, teamwork, creativity, etc.] and showed remarkable [specific skills or contributions].

I am particularly impressed by [specific example or anecdote that showcases the candidate's strengths]. [He/She/They] not only contributed to [achievement or outcome] but also inspired others with [his/her/their] [attitude, dedication, etc.].

I am confident that [Candidate's Name] will bring the same level of commitment and excellence to [Recipient's Organization/Institution] as [he/she/they] has with us. I wholeheartedly recommend [him/her/them] without reservation.

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

Sincerely,

[Your Name]  
[Your Position]  
[Your Organization]