

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

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

Dear [Recipient Name],

I am writing to recommend [Candidate's Name] for [specific position, program, opportunity, etc.]. I have had the pleasure of working with [him/her/them] for [duration] at [Your Institution/Organization], where I hold the position of [Your Position].

During this time, [Candidate's Name] has demonstrated exceptional skills in [specific skills or areas relevant to the recommendation].

[He/She/They] consistently [specific example of achievement or contribution].

One of [Candidate's Name]'s most impressive qualities is [specific quality or trait]. [He/She/They] has shown [specific example or story that illustrates this quality].

I am confident that [Candidate's Name] possesses the drive and expertise that will enable [him/her/them] to succeed in [specific position, program, or opportunity]. I wholeheartedly recommend [him/her/them] for this opportunity without reservation.

Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you have any questions or require further information.

Sincerely,

[Your Name]
[Your Position]
[Your Institution/Organization]