

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

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

Dear [Recipient's Name],

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

During this time, I have been consistently impressed by [his/her/their] [mention specific skills or qualities, e.g., dedication, creativity, work ethic]. [He/She/They] has demonstrated [specific examples of achievements or contributions].

[Describe how the applicant has made a positive impact or showed growth in a professional or academic setting. Be specific.]

I believe that [Applicant's Name] would be a great fit for [position or program being applied for]. [He/She/They] has the skills, determination, and passion that would contribute positively to your team.

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

Sincerely,

[Your Name]
[Your Job Title]
[Your Organization/Institution]