

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

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

Dear [Recipient's Name],

I am writing to recommend [Name of the individual you are recommending] for [specific position, program, or opportunity]. I have had the pleasure of working with [him/her/them] for [duration] at [your organization or context].

During this time, I have observed [Name] demonstrate [qualities, skills, and achievements relevant to the recommendation]. [Include specific examples that highlight their strengths and contributions].

[Name] is particularly [describe unique traits or experiences], which makes [him/her/them] an excellent fit for [position or program]. I am confident that [he/she/they] will bring the same dedication and excellence to [new opportunity].

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

Sincerely,

[Your Name]
[Your Position]