

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

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

Dear [Recipient Name],

I am writing to recommend [Candidate's Name] for [specific position, program, or opportunity] at [Recipient Organization]. I have had the pleasure of knowing and working with [Candidate's Name] for [duration] in [context or capacity].

During this time, [he/she/they] has consistently demonstrated [key qualities or skills relevant to the recommendation] such as [list specific examples or experiences that highlight these qualities].

[Include additional paragraphs with supporting evidence, anecdotes, or relevant experiences that further emphasize the candidate's qualifications and potential.]

I have confidence that [Candidate's Name] will bring the same dedication and excellence to [Recipient Organization] as [he/she/they] has shown in [his/her/their] previous roles.

Thank you for considering this recommendation. I am happy to provide further information or discuss [Candidate's Name]'s qualifications in more detail.

Sincerely,

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