

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

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

Dear [Recipient Name],

I am pleased to write this letter of recommendation for [Candidate's Name] in support of their application for [specific program, position, or opportunity]. I have had the pleasure of knowing [Candidate's Name] for [duration] as their [relationship, e.g., professor, supervisor, etc.], and I have been consistently impressed by their [qualities/skills/attributes].

During our time together, [Candidate's Name] has demonstrated [specific skills or accomplishments], such as [provide examples]. Their ability to [specific attribute or skill] has been beneficial in [describe context or project].

Furthermore, [Candidate's Name] exhibits exceptional qualities [list interpersonal skills, work ethic, dedication, etc.]. They have a unique ability to [describe any other relevant qualities], which makes them stand out as a candidate for [opportunity].

I am confident that [Candidate's Name] will excel in [specific opportunity or program] and make a positive impact as [future role or contribution]. I highly recommend them for this opportunity without reservation.

Should you require any further information, please do not hesitate to contact me.

Sincerely,

[Your Name]
[Your Title/Position]
[Your Organization]