

**\*\*Recommendation Letter Template\*\***

[Your Name]  
[Your Title]  
[Your Institution/Organization]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[Recipient's Institution/Organization]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to highly recommend [Candidate's Name] for [specific opportunity, e.g., graduate program, job position, scholarship]. I have had the pleasure of working with [Candidate's Name] for [duration] at [your institution/organization] in my capacity as [your position]. During this time, I have been impressed by [his/her/their] [describe qualities, skills, or achievements]. [Provide specific examples of notable contributions or accomplishments].

[Candidate's Name] has demonstrated [mention key attributes such as dedication, teamwork, leadership, etc.], which I believe will greatly contribute to [specific opportunity or institution]. [Include any relevant experiences that justify your recommendation].

In conclusion, I wholeheartedly endorse [Candidate's Name] for [specific opportunity]. I am confident that [he/she/they] will excel and make significant contributions wherever [he/she/they] goes. Please feel free to contact me at [your phone number] or [your email address] if you require any further information.

Sincerely,

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