

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

Dear [Recipient Name],

I am writing to recommend [Candidate's Name] for [specific position, program, opportunity, etc.]. I have had the pleasure of working with [Candidate's Name] for [duration] as [his/her/their] [relationship to the candidate, e.g., supervisor, professor, etc.], during which time I have been consistently impressed by [his/her/their] skills and dedication.

[Paragraph detailing specific qualities, skills, or experiences relevant to the recommendation.]

[Paragraph providing examples of the candidate's accomplishments and contributions.]

In conclusion, I wholeheartedly recommend [Candidate's Name] for [specific opportunity]. I am confident that [he/she/they] will bring the same level of excellence and passion to [his/her/their] future endeavors as [he/she/they] demonstrated during our time together.

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

Sincerely,

[Your Name]  
[Your Position]  
[Your Institution/Organization]