

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

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

Dear [Recipient's Name],

I am writing to recommend [Name of the person being recommended], who has [describe your relationship with the candidate and how long you have known them].

During [his/her/their] time at [Organization/Institution], [he/she/they] has [provide specific examples of their skills, accomplishments, and contributions]. [Name] has demonstrated [mention any relevant qualities or achievements] that I believe would make [him/her/them] a great fit for [position, program, opportunity].

[Insert additional paragraphs with more details about the candidate's strengths and qualities].

I am confident that [Name] will excel in [describe the position or opportunity] and will make a significant positive impact. I highly recommend [him/her/them] without reservation.

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

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Typed Name]  
[Your Title/Position]