

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

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

Dear [Recipient's Name],

I am writing to recommend [Candidate's Name] for [specific position/program/opportunity]. During [his/her/their] time at [Organization/School/Company], [he/she/they] exhibited exceptional [skills/qualities relevant to the position] that I believe will make [him/her/them] an excellent candidate for [specific position/program]. [In this paragraph, provide specific examples of the candidate's accomplishments and contributions. Describe how their skills and qualities have positively impacted your organization or how they've demonstrated their abilities.]

I have no doubt that [Candidate's Name] will bring the same dedication, passion, and expertise to [Recipient's Organization/Program]. I wholeheartedly recommend [him/her/them] for [specific position/program]. Please feel free to contact me at [phone number] or [email address] if you require any further information.

Sincerely,
[Your Name]
[Your Position]