

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

[Recipient's Name]
[Recipient's Position]
[Recipient's Institution/Company]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to recommend [Candidate's Name] for [specific program/position] at [Institution/Company]. I have had the pleasure of working with [him/her/them] for [duration] in my capacity as [Your Position] at [Your Institution/Company].

During this time, [Candidate's Name] has demonstrated exceptional [skills/qualities] such as [specific examples]. [He/She/They] consistently [specific actions or contributions].

One of the most noteworthy projects [he/she/they] undertook was [describe project]. This not only showcased [his/her/their] [specific skills], but it also had a significant impact on [outcome or team].

[Candidate's Name] is not only [adjective] but also [adjective], making [him/her/them] an invaluable asset to any team. I am confident that [he/she/they] will excel in [specific program/position] and contribute positively to [Institution/Company].

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

Sincerely,

[Your Name]
[Your Position]