

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

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

Dear [Recipient Name],

I am writing to wholeheartedly recommend [Candidate's Name] for [specific position, program, opportunity, etc.]. In my capacity as [Your Position] at [Your Organization], I have had the pleasure of working with [Candidate's Name] for [duration] and have been continually impressed by their [specific skills, qualities, or contributions].

[Provide a brief overview of your relationship with the candidate, including how you know them and the context in which you've worked together.]

During [his/her/their] time at [specific instances or projects], [Candidate's Name] demonstrated exceptional [skills or traits that are relevant to the recommendation]. For example, [provide specific examples or anecdotes that illustrate the candidate's capabilities and achievements].

In addition to [his/her/their] professional qualifications, [Candidate's Name] possesses [mention personal qualities such as integrity, dedication, teamwork, etc.]. These traits, combined with [his/her/their] strong work ethic and creativity, make [him/her/them] an outstanding candidate for [opportunity].

I am confident that [Candidate's Name] will bring the same level of commitment and excellence to [position, program, etc.] as [he/she/they] has demonstrated during our time working together. I wholeheartedly recommend [him/her/them] for this opportunity without reservation. Please feel free to contact me at [your phone number] or [your email address] if you require any further information.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Position]  
[Your Organization]