

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

Dear [Recipient Name],

I am writing to recommend [Candidate's Name] for [specific position, program, or opportunity] at [Recipient Institution/Organization]. I have known [Candidate's Name] for [duration] in my capacity as [Your Position] at [Your Institution/Organization].

During this time, I have been continuously impressed by [his/her/their] [specific qualities or achievements, e.g., work ethic, passion, skills]. [He/She/They] demonstrated [specific example or situation that illustrates those qualities].

[Additional paragraph(s) providing more specific examples and details about the candidate's qualifications, skills, and experiences relevant to the opportunity they are applying for.]

In conclusion, I wholeheartedly endorse [Candidate's Name] for [the position/program] and am confident that [he/she/they] will be an invaluable asset to your [institution/organization]. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you have any further questions or need additional information.

Sincerely,

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