

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

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

Dear [Recipient Name],

I am writing to recommend [Candidate's Name] for [specific program, position, or opportunity] at [Organization/Institution]. I have had the pleasure of knowing [Candidate's Name] for [duration] as [his/her/their] [relationship to the candidate, e.g., teacher, supervisor, colleague] at [Your Organization].

[Candidate's Name] has demonstrated exceptional skills in [specific skills or attributes relevant to the opportunity], showcasing [his/her/their] ability to [describe specific achievements or contributions]. [He/She/They] consistently [describe work ethic, leadership, teamwork, etc.], which makes [him/her/them] an ideal candidate for [program or position].

One of the most memorable instances was when [describe a specific project or situation that highlights the candidate's strengths]. This experience illustrated not only [Candidate's Name]'s proficiency in [specific skills] but also [his/her/their] commitment to [values or principles related to the field].

I wholeheartedly endorse [Candidate's Name] for [specific program, position, or opportunity]. I am confident that [he/she/they] will not only meet but exceed expectations. Please feel free to contact me at [your phone number] or [your email] if you need any further information. Sincerely,

[Your Name]
[Your Title/Position]
[Your Organization]