

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

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

Dear [Recipient Name],

I am writing to wholeheartedly recommend [Name of the Individual] for [specific position, program, opportunity, etc.] at [Organization/University/School]. I have had the pleasure of knowing and working with [Name] for [duration of time] in my capacity as [your title/relationship to the individual].

During this time, [Name] has consistently displayed [mention key qualities, skills, or attributes]. Their ability to [give examples of specific achievements or contributions] has truly set them apart.

[Add specific instances that illustrate the individual's capabilities and strengths].

In addition to [his/her/their] professional skills, [Name] possesses exceptional [mention personal attributes like character, work ethic, leadership, etc.]. [He/She/They] is [describe the individual's personality traits that are relevant to the recommendation].

I sincerely believe that [Name] would be an invaluable asset to [Organization/Program]. [He/She/They] has the skills, determination, and passion that align with the values and goals of your [institution/organization].

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

Thank you for considering this application.

Sincerely,

[Your Name]  
[Your Position]