

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

Dear [Recipient Name],

I am writing to recommend [Applicant Name] for the [specific program, position, or opportunity] at [University/Organization Name]. I have had the pleasure of knowing [Applicant Name] for [duration] as [his/her/their] [relation, e.g., professor, employer, mentor] and I can confidently say that [he/she/they] would be an excellent addition to your program.

[Insert a paragraph highlighting the applicant's skills, experience, and accomplishments relevant to the opportunity. Use specific examples to illustrate their strengths and abilities.]

Furthermore, [Applicant Name] possesses [mention any personal qualities, e.g., leadership, dedication, creativity], which I believe will greatly contribute to [University/Organization Name]. [He/She/They] consistently demonstrate a [positive trait] and [another trait], making [him/her/them] a pleasure to work with.

In conclusion, I strongly recommend [Applicant Name] for [specific program, position, or opportunity] at [University/Organization Name]. I am confident that [he/she/they] will excel and make a positive impact. Please feel free to contact me at [your phone number] or [your email address] if you have any further questions.

Sincerely,

[Your Name]  
[Your Position]  
[Your Organization]