

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

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

Dear [Recipient's Name],

I am writing to highly recommend [Applicant's Name] for the [specific program or position] at [Institution/Organization Name]. Having had the pleasure of working with [him/her/them] for [duration], I can confidently speak to [his/her/their] skills, commitment, and suitability for this opportunity.

[Paragraph discussing the applicant's strengths, skills, and relevant experiences. Include specific examples of achievements and contributions.]

[Paragraph elaborating on the applicant's character, work ethic, and potential for success in the program or position.]

I am confident that [Applicant's Name] will be an asset to your [program/organization]. [He/She/They] have my highest recommendation. Please feel free to contact me at [your phone number] or [your email address] should you require any additional information or insights.

Sincerely,

[Your Name]  
[Your Title/Position]