

[Your Name]  
[Your Position]  
[Your Organization]  
[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's Name] for [specific program, position, or opportunity] at [University/Organization Name]. I have had the pleasure of working with [him/her/them] for [duration] in my capacity as [Your Position] at [Your Organization].

During this time, I have been consistently impressed with [his/her/their] [mention specific skills, qualities, or accomplishments]. [Provide specific examples that highlight the applicant's strengths relevant to the opportunity].

[Optional: Discuss any challenges the applicant has overcome or specific projects they have contributed to].

I am confident that [Applicant's Name] will bring the same level of dedication and excellence to [University/Organization Name] as [he/she/they] has demonstrated here. [His/Her/Their] passion for [relevant field or subject] and [his/her/their] commitment to [relevant goals or values] make [him/her/them] an ideal candidate.

Thank you for considering this application. Please do not hesitate to contact me at [Your Phone Number] or [Your Email] should you require any further information.

Sincerely,

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