

[Your Name]  
[Your Position/Title]  
[Department/Organization]  
[University Name]  
[University Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Position/Title]  
[Institute/Organization Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to recommend [Student's Name] for [specific program/position/opportunity] at [Institute/Organization Name]. I have had the pleasure of knowing and working with [Student's Name] for [duration] as [his/her/their] [Professor/Advisor/Employer] in the [specific course or project].

During this time, [Student's Name] has demonstrated [specific qualities, skills, or accomplishments relevant to the recommendation], including [provide examples]. [He/She/They] is not only [describe personal attributes], but also shows a strong commitment to [relevant field or subject].

I believe that [Student's Name] would be an excellent fit for [specific program/position/opportunity] based on [his/her/their] skills in [mention relevant skills or experiences]. [Provide additional support for why the student would excel].

I highly recommend [Student's Name] without reservation and have no doubt that [he/she/they] will make valuable contributions to your [program/organization].

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

Sincerely,

[Your Name]  
[Your Position/Title]  
[University Name]