

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

Dear [Recipient Name],

I am writing to recommend [Candidate's Name] for [specific program, position, or opportunity] at [Institution/Organization]. I have had the pleasure of [interacting/teaching/working] with [Candidate's Name] for [duration] as [his/her/their] [professor/supervisor/mentor] in [specific context].

During this time, I have been consistently impressed with [his/her/their] [specific qualities or skills relevant to the recommendation, e.g., dedication, critical thinking, leadership abilities]. [Provide specific example or anecdote that illustrates these qualities].

Moreover, [Candidate's Name]'s ability to [mention any relevant skills or experiences that align with the opportunity] makes [him/her/them] an excellent fit for [specific program or position]. [Add another example or elaboration to strengthen the recommendation].

In conclusion, I wholeheartedly support [Candidate's Name]'s application to [Institution/Organization]. I am confident that [he/she/they] will bring the same level of enthusiasm and commitment to your program as [he/she/they] have shown during [his/her/their] time with us. Please feel free to contact me at [your phone number] or [your email address] if you have any questions or need further information.

Sincerely,

[Your Name]
[Your Position]
[Your Institution/Organization]