

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

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

Dear [Recipient's Name],

I am writing to recommend [Candidate's Name] for [specific opportunity, e.g., a position, scholarship, program, etc.]. I have had the pleasure of knowing [him/her/them] for [duration] as [his/her/their] [your relationship to the candidate, e.g., professor, supervisor, etc.] at [your organization/institution].

During this time, I have been impressed with [Candidate's Name]'s [mention specific qualities, skills, or experiences relevant to the opportunity, such as leadership, teamwork, dedication, etc.]. [Describe specific examples that illustrate these qualities or skills].

[Candidate's Name] has demonstrated [mention any achievements or contributions relevant to the opportunity]. I believe that these experiences have prepared [him/her/them] well for [specific opportunity]. I highly recommend [Candidate's Name] for [specific opportunity] without reservation. I am confident that [he/she/they] will [mention any expected contributions or success in the new opportunity].

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 Title/Position]
[Your Organization/Institution]