

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

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

Dear [Recipient's Name],

I am writing to recommend [Candidate's Name] for [specific opportunity or position] at [Institution/Organization Name]. I have had the pleasure of working with [him/her/them] for [duration] as [his/her/their] [Your Relationship to the Candidate] and can attest to [his/her/their] exceptional skills in [relevant skills/subject area].

During [his/her/their] time at [where you worked together], [Candidate's Name] demonstrated [specific qualities or achievements]. [He/She/They] [provide example of work or accomplishments].

[Candidate's Name] also possesses remarkable [personal qualities, e.g., leadership, teamwork, dedication] that make [him/her/them] an ideal candidate for [opportunity]. [He/She/They] consistently [specific example].

I am confident that [Candidate's Name] will excel in [the opportunity] and bring [his/her/their] unique talents to [Institution/Organization Name]. Please feel free to contact me at [your phone number] or [your email] if you require further information.

Sincerely,

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