

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

[Recipient's Name]  
[Recipient's Position]  
[Recipient's Institution/Company]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to recommend [Candidate's Name] for [specific position, program, or opportunity] at [Recipient's Institution/Company]. I have had the pleasure of working with [him/her/them] for [duration] in [capacity or project], and I can confidently say that [he/she/they] is an outstanding candidate.

Throughout [his/her/their] time at [your institution/company], [Candidate's Name] has demonstrated exceptional [skills, attributes, or experiences relevant to the recommendation]. [Provide specific examples illustrating these qualities and contributions.]

[He/She/They] has shown a remarkable ability to [specific skill or impact], which I believe will greatly benefit [Recipient's Institution/Company]. [Briefly explain how the candidate's skills align with the recipient's needs.]

I wholeheartedly endorse [Candidate's Name] for [specific position, program, or opportunity] and believe [he/she/they] will be an invaluable asset to your team. If you need further information, please do not hesitate to contact me.

Sincerely,

[Your Name]  
[Your Position]  
[Your Institution/Company]