

[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 highly recommend [Candidate's Name] for [specific program, position, or opportunity] at [Recipient Institution/Organization]. I have had the pleasure of working with [him/her/them] for [duration] at [Your Institution/Organization], where [he/she/they] has served as [Candidate's Position/Role]. During this time, I have been continually impressed by [his/her/their] [specific qualities or skills, e.g., dedication, creativity, critical thinking]. [He/She/They] has demonstrated exceptional [specific achievements or contributions] that showcase [his/her/their] capabilities and commitment to [relevant field or subject].

One particular instance that stands out was when [briefly describe a relevant project, achievement, or experience that illustrates the candidate's strengths]. This experience highlighted [Candidate's Name]'s ability to [specific skills or attributes related to the opportunity]. In addition to [his/her/their] professional abilities, [Candidate's Name] is also [mention personal attributes, e.g., a team player, a natural leader, compassionate]. [He/She/They] has positively influenced our team by [explain how the candidate has made a positive impact in the workplace].

I wholeheartedly support [Candidate's Name]'s application for [specific program, position, or opportunity]. I am confident that [he/she/they] will excel and make significant contributions to [Recipient Institution/Organization].

Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you require any further information.

Sincerely,

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