

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

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

Dear [Recipient's Name],

I am writing to wholeheartedly recommend [Applicant's Name] for [specific program, job, opportunity, etc.]. I have had the pleasure of working with [him/her/them] at [Your Organization/Institution] for [duration] and have witnessed [his/her/their] exceptional [skills, qualities, accomplishments].

During [his/her/their] time at [Your Organization/Institution], [Applicant's Name] demonstrated [specific skill or quality], which significantly contributed to [specific project, outcome, or achievement]. [Provide specific examples and anecdotes to illustrate the applicant's abilities and character.]

[Applicant's Name] is not only [skill/quality] but also [another quality], making [him/her/them] an ideal candidate for [specific program, job, opportunity]. I am confident that [he/she/they] will continue to excel and bring [his/her/their] talents to [the new opportunity].

Please feel free to contact me at [your phone number] or [your email address] should you require any further information or insights regarding [Applicant's Name].

Sincerely,

[Your Name]
[Your Title/Position]