

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

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

Dear [Recipient's Name],

I am writing to wholeheartedly recommend [XQZ's Full Name] for [specific position, program, opportunity, etc.]. Having had the pleasure of working with [him/her/them] for [duration] at [your institution/organization], I have witnessed firsthand [his/her/their] remarkable capabilities and dedication.

During [his/her/their] time at [your institution/organization], [XQZ] demonstrated exceptional [skills/qualities relevant to the recommendation--e.g., leadership, analytical skills, creativity].

[He/She/They] took on [specific project or responsibility] and achieved [specific results or contributions].

[XQZ] is also known for [his/her/their] [personal quality or characteristic, e.g., strong work ethic, teamwork, communication skills], which makes [him/her/them] a pleasure to work with. [Include an anecdote or example that underscores this quality].

I am confident that [XQZ] will bring the same level of enthusiasm and excellence to [the position/program/opportunity] as [he/she/they] has shown during [his/her/their] time with us. I strongly endorse [him/her/them] without reservation.

Please feel free to contact me at [your phone number] or [your email address] if you would like to discuss [XQZ]'s qualifications further.

Sincerely,

[Your Name]  
[Your Title]