

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

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

Dear [Recipient's Name],

I am writing to highly recommend [Candidate's Name] for [position, program, or opportunity] as I have had the pleasure of working with them at [Your Organization/Institution] for [duration]. During this time, [he/she/they] has consistently demonstrated [specific qualities or skills].

[Cite specific examples of the candidate's achievements, contributions, or skills relevant to the position.]

I am confident that [Candidate's Name] will make a significant contribution to [Recipient's Organization or Program], and I wholeheartedly endorse [his/her/their] application.

Please feel free to contact me at [your phone number] or [your email address] if you require any further information.

Sincerely,

[Your Name]  
[Your Job Title]  
[Your Organization]