

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

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

Dear [Recipient's Name],

I am writing to wholeheartedly recommend [Candidate's Name] for [specific opportunity, e.g., admission to XXII program, scholarship, position, etc.]. I have had the pleasure of working with [Candidate's Name] for [duration] as [his/her/their] [relationship to candidate, e.g., professor, supervisor, etc.] at [your institution/organization]. Throughout our time together, I have been consistently impressed by [Candidate's Name]'s [key qualities/skills, e.g., dedication, intelligence, work ethic, creativity]. [He/She/They] has demonstrated [specific examples of achievements or contributions relevant to the opportunity].

In addition to [his/her/their] strong academic performance, [Candidate's Name] also possesses [other relevant skills or attributes, e.g., leadership abilities, teamwork, communication skills]. [Provide specific examples or anecdotes illustrating these qualities].

I have no doubt that [Candidate's Name] will bring the same level of enthusiasm and commitment to [the opportunity] as [he/she/they] has shown during [his/her/their] time at [your institution/organization]. I strongly believe that [he/she/they] will make a valuable contribution to [the program/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 Title/Position]
[Your Institution/Organization]