

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

[Recipient Name]  
[Recipient Position]  
[Recipient Organization]  
[Recipient Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to recommend [Candidate's Name] for [specific opportunity, position, or program]. I have had the pleasure of knowing [him/her/them] for [duration] as [his/her/their] [your relationship, e.g., teacher, supervisor] at [Your Organization/Institute].

Throughout this time, [Candidate's Name] has demonstrated [his/her/their] exceptional [qualities or skills relevant to the opportunity]. [Provide specific examples and anecdotes that highlight these qualities and skills].

In addition to [his/her/their] [specific attributes or skills], [Candidate's Name] is known for [other qualities, such as teamwork, dedication, or leadership]. [Include another example or anecdote to illustrate this point].

I am confident that [Candidate's Name] will bring [his/her/their] unique talents and perspective to [specific opportunity or position]. I wholeheartedly recommend [him/her/them] for this role and am excited to see all that [he/she/they] will accomplish.

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

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Position]  
[Your Organization]