

[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 recommend [Candidate's Name] for [the position/program/opportunity] at [Recipient's Organization]. I have had the pleasure of knowing and working with [him/her/them] for [duration] at [Your Organization/Institution].

During this time, [Candidate's Name] has demonstrated exceptional [skills/qualities], particularly in [specific examples of skills/qualities]. [He/She/They] has consistently shown [positive attributes/achievements] that make [him/her/them] a perfect fit for [the position/program/etc.].

One specific project that stands out is [brief description of a relevant project or achievement]. This experience highlighted [his/her/their] ability to [specific skills or traits], and I was truly impressed by [his/her/their] [impact/results].

I am confident that [Candidate's Name] will bring the same level of enthusiasm and dedication to [Recipient's Organization]. [He/She/They] would be a valuable addition to your team, and I wholeheartedly recommend [him/her/them] for [the position/program/opportunity].

Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you have any further questions.

Sincerely,

[Your Name]
[Your Title/Position]