

[Your Name]  
[Your Title/Position]  
[Your Organization/Company]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title/Position]  
[Recipient's Organization/Company]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to recommend [Name of the person you are recommending], who has [describe your relationship with the person and how long you have known them]. During this time, I have been consistently impressed by [his/her/their] [mention specific qualities, skills, or accomplishments]. [In this paragraph, provide specific examples of the individual's skills, contributions, or achievements that showcase why they are a strong candidate for the position or opportunity they are seeking.]

Moreover, [Name] has demonstrated [mention any personal qualities that make them stand out, such as leadership, teamwork, dedication, etc.].

[Provide another example or situation that highlights these qualities.]

I have no doubt that [Name] will be a valuable asset to [the organization, program, etc. they are applying to]. I highly recommend [him/her/them] for [desired position, program, etc.].

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

Sincerely,

[Your Name]  
[Your Title/Position]  
[Your Organization/Company]