

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

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

Dear [Recipient's Name],

I am writing to enthusiastically recommend [Candidate's Name] for [specific program, position, or opportunity] at [Institution/Organization Name]. I have had the pleasure of knowing and working with [Candidate's Name] for [duration of time] as [his/her/their] [your relationship to the candidate, e.g., teacher, supervisor, etc.].

During this time, I have been impressed by [his/her/their] [specific qualities or skills relevant to the program or position, e.g., dedication, analytical skills, leadership, etc.]. [Provide a specific example that illustrates these qualities or skills.]

[Candidate's Name] has also demonstrated [another quality or skill]. For instance, [give a specific instance that showcases this quality or skill].

I believe that [Candidate's Name] would be an outstanding addition to [Institution/Organization Name]. [He/She/They] has the passion, intelligence, and work ethic that is crucial for succeeding in [specific field or area].

Please feel free to contact me at [your phone number] or [your email address] if you would like to discuss [Candidate's Name] further or require additional information.

Sincerely,

[Your Name]
[Your Position]