

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

Dear [Recipient Name],

I am pleased to write this letter of recommendation for [Candidate's Name] who is applying for [specific position, program, or opportunity]. I have had the pleasure of working with [Candidate's Name] for [duration] at [Your Organization/Institution], where [he/she/they] served as [Candidate's position or role].

During this time, I have observed [Candidate's Name] demonstrating exceptional skills in [mention specific skills or qualities related to the opportunity]. [He/She/They] has consistently shown [character traits or work ethic], making [him/her/them] an ideal candidate for [position/program].

One instance that stands out was when [provide a specific example or anecdote that highlights the candidate's abilities]. This experience showcased [his/her/their] [mention relevant outcomes, achievements, or contributions].

I am confident that [Candidate's Name] will bring the same level of enthusiasm and dedication to [the new opportunity]. I wholeheartedly recommend [him/her/them] for [insert position/program]. Please feel free to contact me at [your phone number] or [your email] should you need any further information.

Sincerely,

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