

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

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

Dear [Recipient's Name],

I am writing to recommend [Candidate's Name] for [specific position, program, etc.]. I have had the pleasure of knowing [him/her/them] for [duration] as [his/her/their] [your relationship to the candidate, e.g., supervisor, professor, etc.] at [Your Institution/Company].

During this time, I have been consistently impressed with [Candidate's Name]'s [mention skills, qualities, or experiences, e.g., dedication, expertise in a particular area, work ethic, etc.]. [He/She/They] have demonstrated [provide specific examples or anecdotes that highlight the candidate's abilities].

In addition to [his/her/their] skills, [Candidate's Name] is a [personal quality or characteristic, e.g., team player, creative thinker, etc.]. [He/She/They] exhibited this when [give another specific example].

I am confident that [Candidate's Name] would be an invaluable asset to [Recipient's Institution/Company]. I wholeheartedly recommend [him/her/them] for [specific position, program, etc.].

Please feel free to contact me at [your phone number] or [your email address] if you require any further information or insights regarding [Candidate's Name].

Sincerely,
[Your Name]
[Your Position]