

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

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

Dear [Recipient's Name],

I am writing to wholeheartedly recommend [Candidate's Name] for [specific opportunity, program, or position]. I have had the pleasure of working with [him/her/them] for [duration] at [Your Organization/Institution], where [he/she/they] excelled in [specific roles/responsibilities]. During our time together, I have been consistently impressed by [Candidate's Name]'s [mention specific skills, qualities, or achievements]. [He/She/They] demonstrated [specific examples demonstrating skills or contributions], which significantly benefited our team.

[Candidate's Name] possesses exceptional [mention soft skills or personal attributes], which I believe will enable [him/her/them] to thrive in [specific opportunity]. I am confident that [his/her/their] passion for [related field or interest] and dedication to excellence will make a positive impact.

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

Sincerely,

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