

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

Dear [Recipient's Name],

I am writing to recommend [Candidate's Name] for [specific opportunity, program, job, etc.]. I have had the pleasure of knowing [Candidate's Name] for [duration] as [his/her/their] [relationship - e.g., professor, supervisor, mentor, etc.] at [Your Institution/Organization].

During this time, I have been impressed by [his/her/their] [describe qualities, skills, or attributes relevant to the opportunity].

Specifically, [provide examples or anecdotes that illustrate these qualities].

[Candidate's Name] has shown exceptional [mention any specific skills or accomplishments], and I am confident that [he/she/they] will excel in [desired opportunity or field].

I strongly support [Candidate's Name]'s application and believe that [he/she/they] will be a valuable addition to [Recipient's Institution/Organization or program].

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

Sincerely,

[Your Name]
[Your Position]