

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

Dear [Recipient's Name],

I am writing to recommend [Candidate's Name] for [specific position, program, or opportunity] at [Organization/Institution Name]. I have had the pleasure of working with [him/her/them] for [duration] at [Your Organization/Institution] where [he/she/they] served as [Candidate's Position/Role].

During this time, I have been impressed by [Candidate's Name]'s [mention specific qualities, skills, or accomplishments relevant to the position]. [Provide specific examples of achievements or contributions].

[Candidate's Name] consistently demonstrates [mention any relevant personal attributes such as dedication, teamwork, leadership, etc.].

[He/She/They] is not only a valuable team member but also inspires those around [him/her/them] with [his/her/their] [mention any relevant traits, e.g., creativity, work ethic, etc.].

I highly recommend [Candidate's Name] for [the position/program] and am confident that [he/she/they] will contribute significantly to your team at [Organization/Institution Name]. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you need any more information.

Sincerely,

[Your Name]
[Your Title]
[Your Organization]