

[Your Name]  
[Your Title/Position]  
[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 [YXX] for [purpose, e.g., a position, a scholarship, etc.]. I have had the pleasure of knowing [YXX] for [duration] as [his/her/their] [teacher, supervisor, etc.] at [Your Organization/Institution].

During this time, [YXX] has demonstrated [mention specific qualities, skills, or achievements]. [Provide examples to support your statements, illustrating how YXX excelled in those areas].

[YXX] has also [mention any additional relevant experiences, projects, or attributes that would support their application]. [Summarize any personal qualities or experiences that make YXX a strong candidate].

I am confident that [YXX] will bring the same dedication and excellence to [the new opportunity] as [he/she/they] has shown during our time together. I highly recommend [him/her/them] for [the position, award, etc.].

Please feel free to contact me at [your phone number] or [your email] should you need any more information.

Sincerely,

[Your Name]  
[Your Title/Position]