

[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 wholeheartedly recommend [YXY] for [purpose, e.g., admission to a specific program, a job position, etc.]. I have had the pleasure of knowing [YXY] for [duration], during which time [he/she/they] has consistently demonstrated [specific qualities, skills, or characteristics related to the recommendation].

Throughout our time together at [mention any relevant context, like a class, project, or workplace], I have been particularly impressed by [specific example of performance or achievement]. [YXY] possesses [mention specific skills or attributes] that make [him/her/them] an ideal candidate for [specific opportunity].

In addition to [his/her/their] academic or professional abilities, [YXY] is a [character traits such as reliable, hardworking, passionate, etc.]. [He/She/They] has shown [an example of how these traits were demonstrated].

I am confident that [YXY] will be an exceptional addition to [the program/team/organization] and will bring [his/her/their] [mention any further qualities or skill sets relevant to the recommendation] to contribute positively.

Please feel free to reach out to me at [your phone number] or [your email] if you have any questions or require further information.

Sincerely,

[Your Name]  
[Your Position]