

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

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

Dear [Recipient's Name],

I am writing to enthusiastically recommend [Applicant's Name] for [specific position, program, or opportunity]. Having worked with [Applicant's Name] for [duration] as [your relationship to the applicant], I have witnessed [his/her/their] exceptional skills and dedication firsthand.

[Paragraph 1: Describe the applicant's strengths and qualities relevant to the opportunity.]

[Paragraph 2: Provide specific examples of the applicant's accomplishments or contributions.]

[Paragraph 3: Summarize your overall assessment and express your confidence in the applicant's potential.]

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

Sincerely,

[Your Name]
[Your Title/Position]