

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

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

Dear [Recipient's Name],

I am writing to highly recommend [Candidate's Name] for [specific opportunity, program, position, etc.]. I have had the pleasure of knowing and working with [him/her/them] for [duration] in my role as [your position] at [your organization].

During this time, [Candidate's Name] has demonstrated exceptional skills in [specific skills or attributes]. [He/She/They] has consistently shown [provide specific examples of accomplishments or contributions].

[Provide additional details about the candidate's strengths, qualities, and any relevant experiences].

I am confident that [Candidate's Name] will bring the same dedication and skill to [the opportunity for which you are recommending them].

[He/She/They] would be an invaluable asset to your [program/team/organization].

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

Thank you for considering this recommendation.

Sincerely,

[Your Name]  
[Your Title/Position]  
[Your Organization]