

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

Dear [Recipient's Name],

I am writing to recommend [Applicant's Name] for [specific program, position, or opportunity]. I have had the pleasure of working with [him/her/them] for [duration] in my capacity as [Your Position] at [Your Institution/Organization].

During this time, I have been consistently impressed with [Applicant's Name]'s [specific skills, qualities, or achievements]. [Provide specific examples to illustrate your points].

[Include additional paragraphs with more details about the applicant's qualifications and strengths.]

In conclusion, I wholeheartedly recommend [Applicant's Name] for [specific program, position, or opportunity]. I am confident that [he/she/they] will excel and contribute significantly.

Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you have any further questions or require additional information.

Sincerely,

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