

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

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

Dear [Recipient's Name],

I am writing to recommend [Candidate's Name] for [specific position, program, or opportunity]. I have had the pleasure of knowing [him/her/them] for [duration] as [your relationship, e.g., teacher, employer, etc.].

During this time, I have been impressed by [his/her/their] [specific qualities or skills, e.g., dedication, leadership, creativity, etc.]. [Provide examples of how these qualities were demonstrated].

I firmly believe that [Candidate's Name] will be an asset to [the position or program] due to [his/her/their] ability to [specific skills or attributes relevant to the position]. Additionally, [include any further personal anecdotes or insights to bolster your recommendation]. In conclusion, I strongly recommend [Candidate's Name] for [position/program]. Please feel free to contact me at [your phone number] or [your email address] if you need further information.

Sincerely,

[Your Name]  
[Your Title/Position, if applicable]  
[Your Organization, if applicable]