

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

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

Dear [Recipient's Name],

I am writing to recommend [Candidate's Name] for [specific opportunity, e.g., graduate program, job position]. I have had the pleasure of working with [him/her/them] for [duration] at [Your Institution/Organization], where [he/she/they] [describe relationship and context].

During this time, [Candidate's Name] demonstrated [specific skills or qualities, e.g., exceptional analytical skills, leadership abilities, etc.]. One notable example is [briefly describe a relevant achievement or contribution].

I am confident that [Candidate's Name] will excel in [specific opportunity] and contribute positively to [Recipient's Organization/Program]. Please feel free to contact me at [your phone number] or [your email] should you require any additional information.

Sincerely,

[Your Name]
[Your Position]