

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

Dear [Recipient Name],

I am writing to recommend [Candidate's Name] for [specific position, program, scholarship, etc.]. I have had the pleasure of knowing [him/her/them] for [duration] as [his/her/their] [your relationship to the candidate, e.g., professor, supervisor, mentor] at [your institution or organization].

[Paragraph 1: Introduction to the candidate, including their strengths, character, and suitability for the position or opportunity.]

[Paragraph 2: Discuss specific examples of the candidate's skills, accomplishments, and contributions that are relevant to the position or opportunity.]

[Paragraph 3: Offer your personal perspective on the candidate's potential for success in the new role and any other positive attributes.]

I am confident that [Candidate's Name] will be an asset to [the organization, school, etc.]. Please feel free to contact me at [your phone number] or [your email address] should you require any further information or insights regarding [his/her/their] qualifications.

Thank you for considering this application.

Sincerely,

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