

[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 highly recommend [Candidate's Name] for [position/scholarship/program] at [Institution/Organization Name]. I have had the pleasure of knowing and working with [Candidate's Name] for [duration] as [his/her/their] [relationship to candidate, e.g., professor, supervisor].

During this time, [Candidate's Name] has demonstrated exceptional [skills/qualities relevant to the position, e.g., leadership, communication, analytical abilities] that make [him/her/them] an ideal candidate for this opportunity. [Provide specific examples of achievements or contributions].

Moreover, [Candidate's Name] is known for [his/her/their] [mention personal qualities, e.g., dedication, teamwork, creativity], which has positively impacted those around [him/her/them].

I have no doubt that [Candidate's Name] will bring the same level of commitment and excellence to [Institution/Organization Name]. I strongly recommend [him/her/them] without reservation.

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

Sincerely,

[Your Name]  
[Your Position]