

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

Dear [Recipient Name/Committee],

I am writing to recommend [Candidate's Name] for [specific position, program, or opportunity] at [Recipient Organization/Institution]. I have had the pleasure of working with [Candidate's Name] for [duration] in my role as [Your Position] at [Your Organization], where [he/she/they] has demonstrated [specific skills, qualities, or experiences].

During [his/her/their] time at [Your Organization], [Candidate's Name] consistently [describe specific achievements or responsibilities].

[Provide examples to illustrate the candidate's qualifications and strengths].

Furthermore, [Candidate's Name] possesses remarkable [character traits or soft skills]. [He/She/They] is [mention any personal attributes that make the candidate stand out].

I am confident that [Candidate's Name] will bring [his/her/their] unique talents and dedication to [Recipient Organization/Institution]. I wholeheartedly recommend [him/her/them] and am excited to see the contributions [he/she/they] will make.

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

Sincerely,

[Your Name]  
[Your Job Title]