

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

Dear [Recipient Name],

I am writing to recommend [Candidate's Name] for [specific position, program, or opportunity] at [Organization/Institution Name]. I have had the pleasure of working with [him/her/them] for [duration] in my capacity as [Your Position] at [Your Organization].

During this time, I have been impressed by [Candidate's Name]'s [specific skills, qualities, or accomplishments]. [He/She/They] have consistently demonstrated [specific examples or anecdotes illustrating the candidate's strengths and abilities].

[Candidate's Name] possesses [additional skills or qualities relevant to the opportunity], making [him/her/them] a well-rounded candidate for [position/program]. [He/She/They] also [mention relevant experiences or achievements that highlight the candidate's qualifications].

I have no doubt that [Candidate's Name] will excel in [specific position or program] and contribute to [organization's name or goals].

[He/She/They] have my highest recommendation.

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

Sincerely,

[Your Name]
[Your Position]
[Your Organization]