

[Your Name]
[Your Position/Title]
[Your Organization/Company]
[Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Position/Title]
[Recipient Organization/Company]
[Address]
[City, State, ZIP Code]

Dear [Recipient Name],

I am pleased to write this letter of recommendation for [Candidate's Name], who has [describe your relationship with the candidate and how long you have known them].

During the time I have known [Candidate's Name], I have been consistently impressed with [his/her/their] [mention skills, qualities, and achievements]. [Provide specific examples to support your statements].

I am confident that [Candidate's Name] will bring the same dedication and excellence to [the prospective opportunity, position, or school] as [he/she/they] has shown in [his/her/their] time with us.

Please feel free to contact me at [your phone number] or [your email address] for any further information or clarification.

Sincerely,

[Your Name]
[Your Position/Title]