

[Date]

[Recipient's Name]

[Recipient's Title]

[Institution or Company Name]

[Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am pleased to write this letter of recommendation for [Candidate's Full Name]. I have known [Candidate's First Name] for [number] years in my capacity as [Your Position] at [Your Institution or Company]. During this time, [he/she/they] has consistently demonstrated exceptional [skills/qualities, e.g., dedication, work ethic, and teamwork].

[Candidate's First Name] has been an invaluable member of our team, contributing significantly to [specific project or task]. For instance, [provide a specific example that highlights the candidate's skills and accomplishments]. This experience has shown that [Candidate's First Name] possesses [specific qualities, e.g., strong analytical abilities and leadership skills].

In addition to [his/her/their] professional skills, [Candidate's First Name] is also known for [mention positive traits, e.g., a positive attitude, and a willingness to help others]. [He/She/They] is respected by peers and colleagues alike and has consistently shown [specific attributes, e.g., integrity and dedication].

Based on my experience working with [Candidate's First Name], I am confident in [his/her/their] ability to excel in [specific opportunity or position]. I wholeheartedly recommend [Candidate's First Name] for [scholarship, program, job, etc.], as [he/she/they] will undoubtedly make valuable contributions.

If you need any further information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Full Name]

[Your Title]

[Your Institution or Company]