[Your Name]
[Your Title], [Organization]
[Address]
[Phone] · [Email]

[Date]

[Recipient Name]
[Title]
[Organization / Admissions Committee]
[Address]

Dear [Recipient Name / Members of the Selection Committee],

It is my pleasure to recommend [Candidate Name] for [position / program / scholarship] at [Organization]. I have known [Candidate] for [length of time] as [his/her/their] [relationship, e.g. manager, professor, coach].

[Paragraph about the candidate's key qualification for this opportunity, with a specific example and, where possible, a measurable result.]

[Paragraph about a second strength or personal quality, with an example that shows it in action.]

[Optional: compare the candidate to peers, e.g. Of the 200 students I have taught in the past five years, [Candidate] ranks in the top 5%.]

I am confident that [Candidate] will [what they will achieve or contribute in the new role or program]. I recommend [him/her/them] [highly / with the greatest enthusiasm]. Please contact me at [phone] or [email] if I can provide further information.

Sincerely,

[Your Name]
[Your Title], [Organization]