\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Recommender’s Name]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Recommender’s Address]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [City, State, Zip Code]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Date]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Recipient’s Name]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Recipient’s Entity/Institution]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Recipient’s Address]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [City, State, Zip Code]  
  
Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Recipient’s Name],

My name is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Recommender’s Name], and I am delighted to recommend \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Candidate’s Name] for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Applied Program/Position] at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Applied Entity/Institution]. Having known \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Candidate’s Name] for \_\_\_\_\_\_\_\_\_\_\_\_\_ [Time known] as their \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Relation to Candidate], I have had the privilege to witness their growth and development firsthand.  
  
During their tenure, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Candidate’s Name] consistently demonstrated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Key Attribute/Skill of the Applicant]. One particular instance that stands out was their commitment to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Description of Achievement], which directly led to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Result of Achievement].  
  
Furthermore, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Candidate’s Name] has shown exceptional \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Another Key Attribute/Skill] through their involvement in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Another Description of Achievement]. Their efforts were instrumental in achieving \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Result of Achievement].

Additionally, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Candidate’s Name]'s aptitude for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Another Attribute/Skill] was clearly evident in their contributions to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Another Description of Achievement]. Their involvement was pivotal, resulting in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Result of Achievement].  
  
In conclusion, I wholeheartedly endorse \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Candidate’s Name] for their application for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Applied Program/Position]. I have no doubt that they will continue to grow, excel, and inspire others in their future endeavors.  
  
Please do not hesitate to contact me at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Recommender’s Phone Number] or \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Recommender’s Email] should you require any further information or wish to discuss \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Candidate’s Name]'s qualifications in more detail.  
  
Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Recommender’s Name]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Recommender’s Position/Title]