[Your name]
[Your title/position]
[Your organization/institution]
[Your address]
[City, state, ZIP code]
[Email address]
[Phone number]

[Date]

[Recipient's name]
[Recipient's title/position]
[Recipient's organization/institution]
[Recipient's address]
[City, state, ZIP code]

Dear [Recipient's name]:

I am writing to provide my recommendation for [Applicant’s full name] as [specific purpose of the recommendation, e.g., a candidate for a position, admission to an educational program]. I have had the privilege of working with [Applicant’s name] for [Duration] in my capacity as a [Your role, e.g., school counselor, therapist, or advisor]. During this time, I have observed [His/her/their] [List key qualities, e.g., personal strengths, professional skills, or character traits].

[Applicant’s name] consistently demonstrates [Specific quality or skill, e.g., strong interpersonal skills, emotional resilience, leadership capabilities]. For instance, [Provide a specific example or anecdote to illustrate this quality or describe an event, project, or interaction that highlights their strengths].

One of [Applicant’s name]'s most commendable traits is [Specific trait]. [Elaborate with another example or evidence to support your statement]. In addition, [He/she/they] excels in [Another strength or quality], which is evident in [Specific situation, accomplishment, or feedback].

Beyond [His/her/their] professional and academic strengths, [Applicant’s name] also displays remarkable [Additional positive attributes, such as empathy, dedication, or adaptability]. These qualities make [him/her/them] a well-rounded and highly capable individual who can excel in [Specific area related to the recommendation].

I am confident that [Applicant’s name] will bring the same level of excellence and commitment to [the program/position] as [He/she/they] have shown in [Previous experiences]. [He/she/they] possess not only the skills and knowledge needed to succeed but also the drive and determination to thrive in challenging environments.

Please do not hesitate to contact me at [Your phone number] or [Your email address] if you require any further information or would like to discuss [Applicant’s name]'s qualifications in greater detail.

Sincerely,

[Signature field]
[Your full name]
[Your title/position]