

Your Name  
Your Title / Position  
Organization / Institution  
Address  
City, State, ZIP Code  
Email  
Phone

Date: \_\_\_\_\_

To:  
Recipient's Name (if known)  
Recipient's Title / Position  
Organization / Institution  
Address  
City, State, ZIP Code

**Subject: Recommendation Letter for \_\_\_\_\_**

Dear [Recipient's Name / "To Whom It May Concern"],

[Paragraph 1: Introduce yourself, your relationship to the candidate, and the purpose of the letter.]

[Paragraph 2: Describe the candidate's qualifications, skills, achievements, and character. Include specific examples if possible.]

[Paragraph 3: Provide your overall evaluation and recommendation for the candidate. Mention the position/opportunity being sought.]

[Closing statement expressing readiness to provide further information if needed.]

Sincerely,

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(Signature)  
Your Name  
Your Title / Position  
Organization / Institution