[Your name and last name]

[Title, if any]

[Institution/Organization/Company, if any]

[Street address]

[City, State, Zip Code]

[Date]

[Recipient’s name and last name]

[Title, if any]

[Institution/Organization/Company, if any]

[Street address]

[City, State, Zip Code]

Dear [Name of the Recipient]:

I have the honor to contact you on behalf of [Name], who [is/was] my [relationship] at [Place] for [length of time]. [Name] is an ideal applicant that has gained my deepest respect as [he/she/they] has maintained a clear sense of [2 good qualities].

I have been able to see [his/her/their] [values or strengths] during [responsibilities or environment]. I would rate his/her overall performance as [adjective] mainly because of his/her [skills].

[Give different proofs, events, results or examples that support the strengths mentioned above. Use 1 or 2 paragraphs].

As [he/she/they] intends to apply for [position/program], I strongly believe that [Name] has an excellent potential and that will be very valuable to [Institution/Organization/Company].

If you would like to discuss this further or, should you have any questions, please feel free to contact me at any time if required. I thank you in advance for you attention.

Best regards,

[Signature]

[Your name]