Stanford University

May 30, 2024
Department of Statistics
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FirstName LastName
123 Sunset Blvd
Sunnyvale, CA

Dear FirstName,

I am writing to offer my enthusiastic recommendation for [Candidate's Name]. I have had the pleasure of working closely with [him/her/them] for [duration of your professional relationship], and throughout this time, [he/she/they] have consistently impressed me with [his/her/their] dedication, intelligence, and professionalism.

During [his/her/their] time with [your organization/institution], [Candidate's Name] has demonstrated exceptional [skills/qualities/attributes] that make [him/her/them] an outstanding candidate for [specific opportunity or program]. [He/She/They] have [examples of specific accomplishments, projects, or initiatives], which showcase [his/her/their] ability to [highlight relevant skills or characteristics].

Not only is [Candidate's Name] highly competent in [his/her/their] field, but [he/she/they] also possess a strong work ethic and excellent interpersonal skills. [He/She/They] consistently collaborate effectively with colleagues and stakeholders, demonstrating leadership and teamwork abilities that are truly commendable.

In addition to [his/her/their] professional abilities, [Candidate's Name] is a person of integrity and character. [He/She/They] approach [his/her/their] work with honesty, humility, and a genuine desire to make a positive impact.

Based on [his/her/their] exceptional performance and character, I am confident that [Candidate's Name] will excel in any endeavor [he/she/they] pursue. [He/She/They] have my highest recommendation without reservation.

Please feel free to contact me if you require any further information or if you have any questions regarding [Candidate's Name]. I am more than happy to provide additional insights.

Thank you for considering [Candidate's Name] for [specific opportunity or program]. I wholeheartedly endorse [him/her/them] and believe [he/she/they] will be a valuable asset to [your organization/institution].

Sincerely,

AuthorFirstName AuthorLastName