

[Your Name]
[Your Title/Position]
[Your Institution/Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title]
[Program Name]
[Institution/Organization]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to highly recommend [Candidate's Name] for the [specific residency program name] at [Institution/Organization]. As [his/her/their] [Your Relationship, e.g., professor, supervisor] for [duration], I have had the pleasure of witnessing [his/her/their] development into an outstanding candidate for postgraduate training.

[Candidate's Name] has consistently demonstrated exceptional [skills/qualities, e.g., dedication, clinical skills, leadership abilities] throughout [his/her/their] time at [Your Institution/Organization]. [He/She/They] approaches challenges with a positive attitude and an eagerness to learn, making [him/her/them] a valuable addition to any team.

During [his/her/their] time in my [course/department/project], [he/she/they] excelled in [specific tasks or projects] which showcased [his/her/their] ability to [specific skills or traits]. [He/She/They] worked collaboratively and effectively with peers, demonstrating excellent communication skills and empathy toward patients.

I am confident that [Candidate's Name]'s passion for [specific field or specialty] and [his/her/their] strong work ethic will allow [him/her/them] to thrive in the [specific residency program name]. I wholeheartedly endorse [his/her/their] application and am excited to see the contributions [he/she/they] will make to the field.

Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you require any further information or insights into [Candidate's Name]'s qualifications.

Thank you for considering this recommendation.

Sincerely,
[Your Name]
[Your Title/Position]