

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Title/Position]

[Institution/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to recommend [Candidate's Name] for the academic position in your outreach program. As a peer who has worked closely with [him/her/them] for [duration], I have witnessed firsthand [his/her/their] dedication and passion for [specific field or subject].

[Candidate's Name] has consistently demonstrated remarkable skills in [specific skills or experiences relevant to the position], which I believe will contribute significantly to your program. [He/She/They] has an exceptional ability to [describe specific trait or achievement], making [him/her/them] an asset to any team.

Moreover, [Candidate's Name]'s commitment to community engagement and outreach is evident in [his/her/their] involvement in [mention relevant activities or projects]. [His/Her/Their] ability to connect with diverse groups and inspire others is truly commendable.

I wholeheartedly support [Candidate's Name]'s application and am confident that [he/she/they] will excel in this role. Please feel free to contact me at [your phone number] or [your email address] should you require any further information.

Thank you for considering this recommendation.

Sincerely,

[Your Name]

[Your Position/Title]

[Your Institution/Organization]