

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title/Position]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to enthusiastically recommend [Candidate's Name] for [position or opportunity]. I have had the pleasure of working with [him/her/them] for [duration] at [Company/Organization], where [he/she/they] served as [Candidate's role].

During this time, [Candidate's Name] demonstrated [specific skills or qualities], which greatly contributed to [specific projects or outcomes]. [He/She/They] consistently showed [additional skills, such as teamwork, leadership, problem-solving], making a positive impact on our team.

One particular instance that stands out is [specific example or story that highlights the candidate's abilities]. This exemplifies [Candidate's Name]'s ability to [specific skill or characteristic].

I am confident that [he/she/they] will bring the same level of [dedication, skill, enthusiasm] to [new opportunity]. I wholeheartedly recommend [Candidate's Name] and believe [he/she/they] will be a valuable addition to your [team/organization].

Please feel free to contact me at [your phone number] or [your email] if you require further information or insights.

Sincerely,

[Your Name]
[Your Position]
[Your Company/Organization]