

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

[Recipient's Name]  
[Recipient's Position]  
[Recipient's Organization]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to recommend Ahmed [Last Name] for [specific opportunity, e.g., a position, a program, etc.]. I have had the pleasure of working with Ahmed for [duration] in my role as [Your Position] at [Your Organization] and have been consistently impressed by [his/her/their] [specific qualities, skills, or achievements].

During [his/her/their] time with us, Ahmed demonstrated [specific examples of skills or achievements]. [He/She/They] possesses [specific qualities or skills relevant to opportunity], which I believe will make [him/her/them] a valuable asset to [Recipient's Organization or Opportunity].

I have no doubt that Ahmed will excel in [specific opportunity] and contribute positively. Please feel free to contact me at [your phone number] or [your email] if you need further information.

Sincerely,

[Your Name]  
[Your Position]