

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

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

Dear [Recipient's Name],

I am writing to recommend [Candidate's Name] for [position, program, or opportunity] at [Recipient's Company/Organization Name].

[Paragraph 1: Brief introduction of your relationship with the candidate and the context of your recommendation.]

[Paragraph 2: Highlight the candidate's skills, qualities, and achievements that make them suitable for the position or opportunity.]

[Paragraph 3: Provide specific examples or anecdotes that illustrate the candidate's abilities and contributions.]

I am confident that [Candidate's Name] will be an asset to your [team/program/organization]. Please feel free to contact me at [your phone number] or [your email address] if you require any further information.

Thank you for considering this recommendation.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Name]
[Your Position]