

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

Dear [Recipient's Name],

I am writing to recommend [Candidate's Name] for [specific position or opportunity] at [Company Name]. I have had the pleasure of working with [Candidate's Name] for [time period] at [Your Company], where [he/she/they] demonstrated exceptional [skills/qualities relevant to the position].

During [his/her/their] time in [specific role or project], [he/she/they] [describe key achievements, contributions, or traits that exemplify the candidate's strengths]. [Provide specific examples or anecdotes that illustrate the candidate's capabilities].

[Candidate's Name] is also known for [additional quality or skill], which I believe will greatly benefit your organization. [Further elaboration on how these traits are applicable to the new role].

In conclusion, I wholeheartedly recommend [Candidate's Name] for [position] at [Company Name]. I am confident that [he/she/they] will make a valuable addition to your team. Please feel free to reach out to me at [Your Phone Number] or [Your Email Address] if you have any questions.

Sincerely,

[Your Name]
[Your Position]
[Your Company]