

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

Dear [Recipient's Name],

I am writing to recommend [Name of the Person You Are Recommending] for [the position, opportunity, or reason for recommendation]. I have known [him/her/them] for [duration of time] and have had the pleasure of [describe your relationship or context, e.g., working together, being a mentor, etc.].

During this time, I have been consistently impressed with [his/her/their] [mention key qualities such as work ethic, character, skills, etc.].

[Provide specific examples or anecdotes that illustrate these qualities].

[Name] has demonstrated [mention particular strengths or accomplishments that are relevant to the recommendation]. [He/She/They] is [add any relevant qualities such as dependable, hardworking, compassionate, etc.].

I believe that [he/she/they] will be a valuable addition to [the position, organization, etc.]. I highly recommend [him/her/them] without reservation.

Please feel free to contact me at [your phone number] or [your email address] if you need any further information or specific examples.

Sincerely,

[Your Name]

[Your Title/Position, if applicable]