

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

Dear [Recipient's Name],

I am writing to strongly recommend [Candidate's Name] for [Position] at [Company Name]. Having worked with [him/her/them] for [duration] at [Your Company], I have had the pleasure of observing [his/her/their] professional development and growth.

During [his/her/their] time with us, [Candidate's Name] demonstrated [specific skills or qualities relevant to the job]. [He/She/They] was responsible for [specific tasks or projects], where [he/she/they] [describe achievements or contributions].

[Provide an example that showcases the candidate's skills and abilities.]

I am confident that [Candidate's Name] will bring the same dedication and excellence to [Company Name]. [He/She/They] will be an asset to your team, and I wholeheartedly support [his/her/their] application.

Please feel free to contact me at [your phone number] or [your email address] if you would like to discuss [Candidate's Name] further.

Sincerely,

[Your Name]
[Your Position]