

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

[Recipient Name]  
[Recipient Title]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am pleased to recommend [Candidate's Name] for the position of [Job Title] at [Company Name]. I have had the pleasure of working with [Candidate's Name] for [duration] at [Your Company/Organization] where [he/she/they] served as [Candidate's Position].

During this time, I was consistently impressed with [his/her/their] [specific skills or qualities]. [Provide examples that demonstrate the candidate's abilities, achievements, or contributions].

[Candidate's Name] has shown exceptional [specific traits or skills relevant to the job], which makes [him/her/them] a perfect fit for [Job Title]. [He/She/They] is not only skilled but also brings a positive attitude and a commitment to [specific work values or objectives related to the position].

I am confident that [Candidate's Name] will greatly contribute to the success of your team at [Company Name]. Please feel free to contact me at [your phone number] or [your email address] if you would like to discuss [him/her/them] further.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company/Organization]