

[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 wholeheartedly recommend [Candidate's Name] for [specific position, opportunity, or program]. Having known [him/her/them] for [duration] as [your relationship], I have been consistently impressed by [his/her/their] [qualities, skills, and achievements].

During our time together at [context or setting], [Candidate's Name] demonstrated [specific examples of skills or accomplishments].

[He/She/They] exhibit[s] qualities such as [list relevant qualities], which I believe make [him/her/them] an excellent candidate for [specific opportunity].

I am confident that [Candidate's Name] will bring [his/her/their] dedication and commitment to [new opportunity or role] and will excel as [his/her/their] unique abilities contribute positively to [Recipient's Organization/Company].

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

Sincerely,

[Your Name]  
[Your Title/Position]