

[Your Name]
[Your Position]
[Your Company/Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Recipient's Company/Organization]
[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 [Recipient's Company/Organization]. I have had the pleasure of working with [Candidate's Name] for [duration] at [Your Company/Organization], where they held the position of [Candidate's Position].

During this time, [Candidate's Name] demonstrated [specific skills, qualities, or accomplishments that illustrate their suitability for the position]. [Provide examples of their work, contributions, or experiences that support your recommendation].

I am confident that [Candidate's Name] would be a valuable asset to your team. They possess [mention any notable attributes or soft skills], which I believe would contribute positively to [specific goals or values of the recipient's organization].

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

Sincerely,

[Your Name]
[Your Position]