

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

[Recipient's Name]  
[Recipient's Title]  
[Recipient's Organization]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to recommend [Candidate's Name] for [Position/Opportunity] at [Organization/Institution]. I have had the pleasure of working with [Candidate's Name] for [duration] at [Your Organization/Relationship], where [he/she/they] has consistently demonstrated [specific qualities or skills].

[Provide specific examples of the candidate's achievements, skills, and contributions.]

I am confident that [Candidate's Name] will bring the same level of dedication and excellence to [his/her/their] role at [Recipient's Organization]. Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you require any further information.

Thank you for considering this recommendation.

Sincerely,

[Your Name]  
[Your Title]  
[Your Organization]