

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

[Recipient Name]
[Recipient Title/Position]
[Recipient Organization]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to recommend [Candidate's Name] for [position, program, opportunity] at [Recipient Organization]. I have had the pleasure of working with [Candidate's Name] at [Your Organization] for [length of time], during which time [he/she/they] has/ have consistently demonstrated exceptional skills in [specific skills or qualities relevant to the position].

[Paragraph detailing specific projects or experiences where the candidate excelled, including examples of their work ethic, problem-solving skills, teamwork, etc.]

[Candidate's Name] has a unique ability to [mention any specific strengths or contributions]. [He/She/They] is always willing to take the initiative and goes above and beyond to ensure that [his/her/their] contributions are of the highest quality.

I am confident that [Candidate's Name] would be a valuable asset to your team at [Recipient Organization]. [His/Her/Their] dedication and [specific qualities] make [him/her/them] an ideal candidate for [position, program, opportunity].

Please feel free to contact me at [your phone number] or [your email address] if you require any further information or insight into [Candidate's Name].

Sincerely,

[Your Name]
[Your Title/Position]
[Your Organization]