

[Your Name]  
[Your Title/Position]  
[Your Company/Organization]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title/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 [Company/Organization Name]. I have had the pleasure of working with [him/her/them] for [duration] at [Your Company/Organization].

During this time, [Candidate's Name] has consistently demonstrated [specific skills or qualities relevant to the position]. [He/She/They] excelled in [specific tasks or projects], showcasing [his/her/their] ability to [describe abilities].

Additionally, [Candidate's Name] possesses outstanding [mention any relevant skills, such as communication, problem-solving, teamwork]. [Give an example or anecdote to illustrate these skills].

I firmly believe that [he/she/they] would be a great asset to your team at [Company/Organization Name]. [He/She/They] is not only [positive attributes], but also [mention any additional relevant experiences or skills].

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

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Title/Position]