

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

Dear [Recipient Name],

I am writing to wholeheartedly 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 [briefly describe the candidate's role and responsibilities].

During this time, [Candidate's Name] demonstrated exceptional skills in [specific skills or attributes relevant to the position]. Their ability to [specific achievements or contributions] significantly contributed to our team's success. One particular instance that stands out is when [describe a specific example or project that showcases the candidate's skills].

In addition to their professional abilities, [Candidate's Name] is a [describe personal qualities, such as hardworking, reliable, or innovative] individual, always willing to go the extra mile in support of the team and our objectives. Their positive attitude and collaborative spirit make them a pleasure to work with.

I am confident that [Candidate's Name] will be a great asset to [Recipient's Company/Organization] and will excel in the [specific position] role. Please feel free to reach out to me directly at [Your Phone Number] or [Your Email Address] if you have any further questions or need additional information.

Thank you for considering this recommendation.

Sincerely,

[Your Name]  
[Your Position]