

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

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

Dear [Recipient Name],

I am writing to wholeheartedly recommend AJ [Last Name] for [position, program, or opportunity]. I have had the pleasure of working with AJ for [duration] at [your organization] as [his/her/their] [your relationship to AJ], where I observed [his/her/their] exceptional skills and dedication.

During [his/her/their] time at [your organization], AJ demonstrated [specific skills or qualities]. For example, [provide a specific example or anecdote demonstrating AJ's abilities]. This not only shows [his/her/their] commitment but also highlights [his/her/their] capacity to [specific trait or outcome].

AJ is not only a [skill or quality] individual but also possesses excellent interpersonal skills, knowing how to collaborate and communicate effectively with peers and clients alike. [He/She/They] always approaches challenges with a positive attitude and is willing to take on new responsibilities, which I believe will serve [him/her/them] well in [the new position or opportunity].

I am confident that AJ will [mention the expected outcome or contribution in the new role]. [He/She/They] would be a tremendous asset to your [team/organization/project].

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

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Typed Name]
[Your Position]
[Your Organization]