

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

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

Dear [Recipient's Name],

I am writing to highly recommend [Candidate's Name] for [specific position or opportunity]. I have had the pleasure of working with [him/her/them] for [duration of time] at [Your Company/Organization] and have been consistently impressed with [his/her/their] [skills/qualities]. During [his/her/their] time at [Your Company/Organization], [Candidate's Name] has demonstrated [specific examples of skills/attributes relevant to the opportunity]. [He/She/They] is a [positive adjective] and [another positive adjective] individual, who always [specific action or achievement].

I believe that [Candidate's Name] would be a valuable asset to [Recipient's Company/Organization] and would excel in [specific position or area]. I wholeheartedly support [his/her/their] application and am confident that [he/she/they] will contribute positively to your team. Please feel free to contact me at [Your Phone Number] or [Your Email Address] for any further information or specific questions.

Sincerely,

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