

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

Dear [Recipient's Name],

I am writing to recommend [Candidate's Name] for [position/opportunity]. I have had the pleasure of working with [him/her/them] for [duration] at [Your Company/Organization], where [he/she/they] served as [Candidate's Position].

During [his/her/their] time with us, [Candidate's Name] demonstrated exceptional [skills/qualities related to the position]. [Provide specific examples of achievements or contributions that showcase the candidate's capabilities].

[Candidate's Name] is not only skilled in [mention relevant skills], but also exhibits [mention soft skills, e.g., teamwork, leadership], making [him/her/them] a valuable asset to any team.

I am confident that [Candidate's Name] will excel in [his/her/their] future endeavors and will bring the same dedication and talent to your organization. I highly recommend [him/her/them] for [position/opportunity] without reservation.

Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you have any questions or need further information.

Sincerely,

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