

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Your 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 or opportunity] at [Company/Organization Name]. I have had the pleasure of knowing and working with [Candidate's Name] for [duration] in my capacity as [Your Position] at [Your Organization].

During this time, [Candidate's Name] has consistently demonstrated [specific traits or skills] that make [him/her/them] an exceptional [profession/role]. One example of this is [specific example or anecdote]. Furthermore, [Candidate's Name] excels in [other relevant skills or qualities], which I believe will greatly benefit your team at [Company/Organization Name].

I wholeheartedly recommend [Candidate's Name] for [position or opportunity]. I am confident that [he/she/they] will bring the same level of [dedication, professionalism, etc.] to your organization as [he/she/they] has shown in our time together.

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

Sincerely,

[Your Name]
[Your Title]
[Your Organization]