

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

Dear [Recipient's Name],

I am writing to highly recommend [Employee's Name] for [the position, opportunity, etc.]. During their time at [Your Company], [Employee's Name] has consistently demonstrated [specific skills, qualities, or accomplishments].

[Provide details about the employee's role, responsibilities, and contributions to the company. Include specific examples that showcase their skills and achievements.]

[Employee's Name] has [mention any relevant qualities such as leadership, teamwork, work ethic, etc.]. Their ability to [mention any relevant skills or attributes] is commendable and has greatly benefited our team. I am confident that [Employee's Name] will bring the same level of dedication and expertise to your organization. They would be a valuable asset and contribute positively to [Recipient's Company].

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

Sincerely,

[Your Name]  
[Your Position]  
[Your Company]