

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

Dear [Recipient's Name],

I am writing to highly recommend [Applicant's Name] for the position of [Job Title] at [Company Name]. I have had the pleasure of working with [Applicant's Name] for [duration] at [Your Company/Organization] where [he/she/they] held the position of [Applicant's Position].

During this time, I have been consistently impressed with [his/her/their] skills in [specific skills or qualities related to the job]. [Provide specific examples of projects or tasks that demonstrate these skills.]

[Applicant's Name]'s work ethic and dedication to [his/her/their] responsibilities are commendable, and [he/she/they] always goes above and beyond to ensure that [his/her/their] contributions are successful.

[Mention any particular achievements or recognitions].

I am confident that [Applicant's Name] would be a valuable asset to your team and would excel in the role of [Job Title]. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you have any questions or require further information.

Thank you for considering this recommendation.

Sincerely,

[Your Name]
[Your Position]