

[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 wholeheartedly recommend [Name of the Person Being Recommended] for [specific position or purpose]. During our time working together at [Your Organization/Company Name], I have witnessed their exceptional [skills/qualities] which I believe make them a strong candidate.

[Briefly elaborate on your relationship and specific achievements or qualities of the person.]

I am confident that [Name] will excel in any endeavor they pursue. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you need any further information.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position]