

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

Dear [Recipient's Name],

I am writing to recommend [Candidate's Name] for [position, opportunity, etc.]. I have had the pleasure of knowing [him/her/them] for [duration] as [his/her/their] [your relationship, e.g., supervisor, colleague, teacher].

During this time, I have been consistently impressed with [his/her/their] [specific skills, qualities, or contributions]. [Provide a specific example or anecdote that highlights the candidate's strengths.]

[Candidate's Name] is [describe personal qualities, work ethic, etc.], which makes [him/her/them] a great fit for [the position or opportunity]. [Another example or detail about their work.]

I am confident that [Candidate's Name] will bring [positive attributes] to your team. [Optional: Mention willingness to provide further information.]

Thank you for considering this recommendation.

Sincerely,  
[Your Name]