

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

Dear [Recipient Name],

I am writing to recommend [Candidate's Name] for [specific position, program, or opportunity]. I have had the pleasure of working with [him/her/them] for [duration] at [Your Organization/Company], where [he/she/they] has served as [Candidate's Position].

During this time, I have been consistently impressed with [Candidate's Name]'s [mention specific skills, qualities, or experiences]. [Provide specific examples of achievements or contributions made by the candidate that relate to the recommendation].

[Candidate's Name] demonstrates [positive traits] such as [insert traits] and has a remarkable ability to [insert relevant skills or experiences]. [He/She/They] not only excels in [his/her/their] work but also fosters a positive environment among peers.

I am confident that [Candidate's Name] will be an invaluable asset to [Recipient Organization/Company]. [He/She/They] has my highest recommendation for [the position, program, etc.].

Please feel free to contact me at [your phone number] or [your email address] should you require any further information.

Sincerely,

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