

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

Dear [Recipient's Name],

I am writing to recommend [Candidate's Name] for [specific opportunity/position] at [Recipient's Company]. I have had the pleasure of working with [Candidate's Name] for [duration] at [Your Company] where [he/she/they] served as [Candidate's Position].

During [his/her/their] time with us, [Candidate's Name] exhibited [mention specific skills, qualities, or achievements], demonstrating [his/her/their] ability to effectively [describe relevant responsibilities or projects]. [He/She/They] consistently [provide specific example of a contribution or achievement], resulting in [discuss the impact, outcome, or benefit].

[Optional paragraph discussing personal traits, teamwork, leadership skills, etc.]

I am confident that [Candidate's Name] will bring the same dedication and expertise to [Recipient's Company] as [he/she/they] did at [Your Company]. I highly recommend [him/her/them] for the [position/opportunity].

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Typed Name]

[Your Position]