

[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 highly recommend [Referee's Name] for [specific position/role or opportunity] at [Organization/Company Name]. I have had the pleasure of working with [Referee's Name] for [duration] at [Your Organization/Company] as [your relationship to the referee, e.g., supervisor, colleague, etc.].

During this time, [Referee's Name] has consistently demonstrated [specific skills or qualities related to the position]. For example, [provide a specific example or anecdote that illustrates these qualities].

In addition to [his/her/their] technical skills, [Referee's Name] is also [mention any soft skills, such as teamwork, communication, leadership, etc.]. [He/She/They] has a remarkable ability to [specific trait or behavior], which greatly contributed to our team's success.

I have no doubt that [Referee's Name] will be an asset to your organization. [He/She/They] possesses the [skills/qualities] necessary to excel and will bring a great deal of value to your team.

Please feel free to contact me at [your phone number] or [your email address] if you have any questions or need further information.

Sincerely,

[Your Name]
[Your Title/Position]
[Your Organization/Company]