

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

[Recipient Name]
[Recipient Title]
[Axiom's Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to recommend [Candidate's Name] for [specific position or opportunity] at Axiom. I have known [Candidate's Name] for [duration] as [his/her/their relationship to you, e.g., student, employee, colleague] and have been consistently impressed by [his/her/their] [specific qualities or skills relevant to the position].

During [his/her/their] time at [Your Institution/Organization], [Candidate's Name] demonstrated [specific accomplishments or projects that highlight their qualifications]. [He/She/They] excelled in [mention specific skills or responsibilities], showcasing [his/her/their] ability to [explain how these skills translate to the opportunity at Axiom].

[Provide an anecdote or specific example that illustrates the candidate's strengths and how they relate to the Axiom's values or requirements].

I believe [Candidate's Name] will be an excellent fit for Axiom due to [specific reasons related to the company or role]. [His/Her/Their] [character traits] combined with [his/her/their] [professional skills] make [him/her/them] a valuable addition to your team.

Please feel free to contact me at [your phone number] or [your email address] if you would like to discuss [Candidate's Name] further.

Sincerely,

[Your Name]
[Your Title/Position]