

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

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

Dear [Recipient's Name],

I am writing to recommend [Candidate's Name] for [specific opportunity] as I have had the pleasure of working with them at [Your Organization] for [length of time].

During this time, [Candidate's Name] has demonstrated exceptional [skills/qualities relevant to the opportunity]. For example, [provide a specific example of their work or accomplishment].

[Candidate's Name] is also known for their [mention personal traits such as teamwork, communication, or leadership skills]. This was evident when [give another specific example illustrating these traits].

I am confident that [Candidate's Name] will bring the same level of dedication and excellence to [specific opportunity] as they have shown in our time together. I wholeheartedly recommend them for this position.

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

Sincerely,

[Your Name]
[Your Title]