

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

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

Dear [Recipient's Name],

I am writing to highly recommend [Candidate's Name] for [position, program, opportunity, etc.]. I have had the pleasure of working with [him/her/them] for [duration] at [Your Organization/Company] in the capacity of [Your Position/Title].

Throughout [his/her/their] time with us, [Candidate's Name] demonstrated exceptional [skills/qualities relevant to the position]. [He/She/They] consistently [specific examples of contributions or achievements], which underscores [his/her/their] ability to [related skills or competencies]. [Additional paragraph detailing experiences, strengths, and relevant accomplishments.]

I believe [Candidate's Name] will excel in [the position, role, or program] and will bring valuable contributions to [the company or organization]. I wholeheartedly endorse [his/her/their] application and am confident that [he/she/they] will make a positive impact.

Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you require any further information or discussion regarding [Candidate's Name].

Sincerely,

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