

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

Dear [Recipient's Name],

I am writing to recommend [Applicant's Name] for [position, opportunity, program, etc.]. I have had the pleasure of knowing [him/her/them] for [duration] in my capacity as [your position] at [your organization]. Throughout [his/her/their] time with us, [Applicant's Name] has consistently demonstrated [specific qualities or skills]. [Provide examples or anecdotes that illustrate these qualities].

[His/Her/Their] ability to [mention specific abilities or contributions] has greatly benefited our team and company. I am confident that [Applicant's Name] will bring the same level of dedication and skill to [his/her/their] future endeavors.

I highly recommend [Applicant's Name] without reservation. If you require any further information or wish to discuss [his/her/their] qualifications in more detail, please feel free to contact me at [your phone number] or [your email address].

Sincerely,

[Your Name]
[Your Position]
[Your Organization]