

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

Dear [Recipient's Name],

I am writing to recommend [Candidate's Name] for [specific position or opportunity] at [Company/Organization]. Having worked with [him/her/them] for [duration] at [Your Company/Organization], I have been impressed by [his/her/their] [specific qualities or skills].

During [his/her/their] time in [specific role or project], [Candidate's Name] demonstrated [specific examples of skills, achievements, or contributions]. [He/She/They] consistently [describe work ethic, collaboration, problem-solving skills, etc.].

I am confident that [Candidate's Name] will bring [his/her/their] talent, dedication, and [specific qualities] to your team. I highly recommend [him/her/them] for [position/opportunity] and believe [he/she/they] will be a valuable asset to your organization.

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

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]