

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

[Employer's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Employer's Name],

I am writing to recommend [Applicant's Name] for the [Job Title] position at [Company's Name]. I have had the pleasure of knowing [Applicant's Name] for [duration] and have been consistently impressed by their [qualities/skills].

During [his/her/their] time at [context in which you know the applicant, e.g., previous job, school, volunteer work], I witnessed [specific examples of skills or qualities, e.g., work ethic, teamwork, problem-solving abilities]. [He/She/They] demonstrates [another positive trait] and has a knack for [specific skill].

I am confident that [Applicant's Name] will bring the same dedication and positivity to your team. [He/She/They] would be a valuable asset to [Company's Name].

Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you require any further information or insights.

Sincerely,

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