

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

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

Dear [Recipient's Name],

I am writing to highly recommend [Candidate's Name] for [position, program, or opportunity] at [Recipient's Company/Organization]. I have had the pleasure of working with [Candidate's Name] for [duration] at [Your Company/Organization] where they served as [Candidate's Position]. During this time, I have been consistently impressed by [his/her/their] [specific skills/qualities, e.g., dedication, creativity, technical skills]. [He/She/They] has demonstrated [specific example of achievement or contribution], which significantly impacted our [team/project/outcome].

In addition to [his/her/their] professional skills, [Candidate's Name] possesses an admirable [personal trait, e.g., work ethic, leadership ability, teamwork]. [Provide example of how this trait has been displayed].

I am confident that [Candidate's Name] will bring the same level of enthusiasm and commitment to [Recipient's Company/Organization].

[He/She/They] would be an excellent addition to your team.

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

Best regards,

[Your Name]
[Your Position]