

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

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

Dear [Recipient's Name],

I am writing to recommend [Candidate's Name] for [position, opportunity, or program] at [organization or institution's name]. I have had the pleasure of working with [Candidate's Name] for [duration] in my role as [your position] at [your organization].

During this time, I have observed [Candidate's Name] demonstrate exceptional skills in [mention relevant skills or attributes] that I believe would greatly benefit your organization. [Provide specific examples or anecdotes that illustrate the candidate's strengths and experiences].

[Candidate's Name] has shown [mention any notable achievements or qualities]. I am confident that [he/she/they] would bring the same dedication and excellence to [new position or opportunity].

I highly recommend [Candidate's Name] without reservation for [position, opportunity, or program]. Please feel free to contact me at [your phone number] or [your email address] should you require any further information.

Thank you for considering this recommendation.

Sincerely,

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