

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

Dear [Recipient's Name],

I am writing to recommend [Candidate's Name] for [specific position or opportunity] at BWW. I have had the pleasure of knowing [him/her/them] for [duration] while [he/she/they] was [working with/performing in a specific role] at [Your Company/Organization].

[In this paragraph, provide specific details about the candidate's skills, qualifications, and experiences that relate to the position or opportunity at BWW. Include any notable achievements or contributions the candidate made while working with you.]

[In another paragraph, describe the candidate's character, work ethic, and how they would fit into the culture of BWW. Mention any relevant soft skills or traits that make them a strong candidate.]

I am confident that [Candidate's Name] would be an excellent addition to the BWW team and excel in [specific position]. If you have any further questions or need additional information, please feel free to contact me at [your phone number] or [your email].

Thank you for considering this recommendation.

Sincerely,

[Your Name]
[Your Position]