

[Your Name]
[Your Position]
[Your Company/Organization]
[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 [Recipient's Company/Organization]. Having worked closely with [Candidate's Name] for [duration] at [Your Company/Organization], I have had the opportunity to witness their [skills, attributes, or achievements], making them an excellent fit for this role.

During our time working together, [Candidate's Name] demonstrated strong [specific skills or traits], particularly in [examples or scenarios that illustrate these skills]. Their ability to [specific task or responsibility] significantly contributed to [project or outcome], showcasing their dedication and professionalism.

Moreover, [Candidate's Name's] interpersonal skills make them a great team player. They have a unique ability to [specific interpersonal skill or contribution], which greatly enhances team dynamics and productivity. I wholeheartedly believe that [Candidate's Name] will bring the same level of commitment and expertise to [Recipient's Company/Organization]. I highly recommend them without reservation.

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

Sincerely,

[Your Name]
[Your Position]
[Your Company/Organization]