

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

Dear [Recipient Name],

I am writing to recommend [Applicant's Name] for the [specific position/role] at [Company/Organization Name]. I have had the pleasure of knowing and working with [Applicant's Name] for [duration] in the capacity of [your relationship to the applicant].

During this time, [he/she/they] has consistently demonstrated [mention specific skills, qualities, or experiences that are relevant to the application]. [Provide specific examples of accomplishments or contributions that highlight the applicant's abilities.]

[Applicant's Name] possesses a unique combination of [mention notable attributes or skills], making [him/her/them] an excellent fit for the [position/role]. I am confident that [he/she/they] will bring the same dedication and enthusiasm to your team as [he/she/they] has shown in our collaboration.

Please feel free to contact me at [your phone number] or [your email address] if you need any further information or specific examples of [Applicant's Name]'s skills and achievements.

Sincerely,

[Your Name]
[Your Job Title]
[Your Company/Organization Name]