

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

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

Dear [Recipient Name],

I am writing to highly recommend [Candidate's Name] for [specific position or opportunity] at [Company/Organization Name]. As [his/her/their] [relationship to candidate, e.g., professor, supervisor, colleague], I have had the pleasure of working with [Candidate's Name] for [duration] and have consistently been impressed by [his/her/their] skills and dedication.

During [his/her/their] time at [Company/Previous Organization], [Candidate's Name] demonstrated exceptional abilities in [specific skills or achievements related to the position]. [He/She/They] was instrumental in [specific projects or responsibilities, and the impact they had]. In addition to [his/her/their] technical expertise, [Candidate's Name] possesses outstanding interpersonal skills. [He/She/They] works well in team environments and communicates effectively with colleagues and clients alike. This ability to connect with others makes [him/her/them] a valuable asset to any organization.

I am confident that [Candidate's Name] will bring the same level of commitment and excellence to [Company/Organization Name] as [he/she/they] has consistently shown during our time together. I wholeheartedly support [his/her/their] application and believe that [he/she/they] will contribute significantly to your team.

Please feel free to contact me at [your phone number] or [your email] if you would like further information or insights about [Candidate's Name].

Thank you for considering this recommendation.

Sincerely,

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