

[Your Name]
[Your Title/Position]
[Your Company/Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title/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, program, or opportunity] at [Company/Organization Name]. I have had the pleasure of working with [him/her/them] for [duration] in my capacity as [Your Position] at [Your Company/Organization].

During this time, [Candidate's Name] demonstrated exceptional skills in [specific skills or qualities relevant to the position]. [He/She/They] consistently showed [adjectives describing work ethic, creativity, or other attributes] and [provide specific examples of achievements or contributions].

One of [his/her/their] most notable projects was [describe a specific project or task], where [he/she/they] successfully [explain impact or result]. This experience showcased [his/her/their] ability to [mention relevant abilities related to the opportunity].

I have no doubt that [Candidate's Name] will be an invaluable asset to [Company/Organization Name]. [He/She/They] are committed, hardworking, and passionate about [industry/field]. I wholeheartedly recommend [him/her/them] for [position/opportunity] and am confident that [he/she/they] will continue to excel.

Please feel free to contact me at [your phone number] or [your email address] should you require any further information.

Sincerely,

[Your Name]
[Your Title]