

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

[Recipient's Name]  
[Recipient's Title/Position]  
[Recipient's Organization]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to highly recommend [Candidate's Name] for [specific opportunity or position]. I have had the pleasure of working with [Candidate's Name] for [duration] at [Your Organization], where they served as [Candidate's Position or Role].

During their time with us, [Candidate's Name] demonstrated exceptional [skills/qualities] that made a significant impact on our team.

Specifically, [provide specific examples or anecdotes that illustrate the candidate's strengths and contributions].

[Candidate's Name]'s ability to [mention relevant skills or characteristics, such as problem-solving, leadership, communication] sets them apart. I am confident that they will excel in [specific opportunity or position] and bring great value to your organization.

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

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Name]  
[Your Title/Position]  
[Your Organization]