

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

Dear [Recipient's Name],

I am writing to recommend [Candidate's Name] for [the position, program, opportunity, etc.]. I have had the pleasure of working with [Candidate's Name] for [duration] at [Your Company/Organization], where [he/she/they] held the position of [Candidate's Position].

During this time, [Candidate's Name] consistently demonstrated [key skills or attributes related to the position, e.g., outstanding leadership, strong analytical skills, etc.]. One specific example of this was when [describe a situation where the candidate excelled, including any results or achievements].

[Candidate's Name] is also known for [another skill or trait], which [he/she/they] showcased while [provide another example or anecdote]. This ability to [explain how the ability is relevant to the recipient's needs] makes [him/her/them] an excellent fit for [desired position/opportunity]. In addition to [his/her/their] professional capabilities, [Candidate's Name] has an admirable character. [He/She/They] is [describe personal qualities like teamwork, reliability, work ethic, etc.]. I am confident that [Candidate's Name] would bring the same dedication and enthusiasm to [Recipient's Company/Organization].

I highly recommend [Candidate's Name] for [the position/opportunity] and am certain [he/she/they] will exceed your expectations. Please feel free to contact me at [your phone number] or [your email address] if you would like to discuss [his/her/their] qualifications further.

Sincerely,

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