

[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 wholeheartedly recommend [Candidate's Name] for [position, opportunity, etc.]. During the time I have known [him/her/them], [he/she/they] has consistently demonstrated [his/her/their] exceptional skills in [mention relevant skills or qualities].

[Here, include specific examples of the candidate's achievements or experiences that highlight their strengths. Mention the duration of your relationship with the candidate and the context in which you know them.] [Candidate's Name] is not only skilled in [his/her/their field], but also exhibits [mention any personal qualities or characteristics, e.g., leadership, dedication, teamwork]. I am confident that [he/she/they] will bring the same level of commitment and expertise to [new opportunity]. Please feel free to contact me at [your phone number] or [your email address] if you need any further information or specific examples.

Sincerely,

[Your Name]
[Your Title/Position, if applicable]
[Your Company/Organization, if applicable]