

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

Dear [Recipient's Name],

I am writing to wholeheartedly recommend [Candidate's Name] for [specific position, opportunity, or program] at [Recipient's Company/Organization]. I have had the pleasure of working with [Candidate's Name] for [duration] at [Your Company/Organization], where we [describe your relationship and any relevant projects or experiences].

During this time, I have been consistently impressed by [Candidate's Name]'s [mention specific qualities, skills, or achievements].

[He/She/They] demonstrated [specific examples or contributions], which resulted in [positive outcomes].

[Add another paragraph highlighting additional strengths or experiences related to the position.]

In summary, I believe that [Candidate's Name] will be a valuable asset to your team and will bring [his/her/their] [mention attributes] to [Recipient's Company/Organization]. I strongly recommend [him/her/them] without reservation.

If you have any further questions about [Candidate's Name] or require additional information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]
[Your Position]