

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Company's Name]  
[Company's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to recommend [Candidate's Name] for [specific position or opportunity] at [Company's Name]. I have had the pleasure of working with [Candidate's Name] for [duration] at [Your Organization/Company] as [their position/relation to you].

During this time, [Candidate's Name] has demonstrated exceptional skills in [specific skills or qualities]. One of the notable projects they worked on was [describe a relevant project or achievement], showcasing their ability to [relevant skills/attributes].

[Cue A paragraph to highlight more about their skills, work ethic and contributions.]

I am confident that [Candidate's Name] would be a valuable addition to your team at [Company's Name]. Their [personal qualities] and dedication to [specific goals or missions] would make them a perfect fit for [position].

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

Sincerely,

[Your Name]  
[Your Position]  
[Your Company]