

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

Dear [Recipient Name],

I am writing to formally recommend [Candidate's Name] for [position, program, or opportunity] at [Recipient's organization]. I have had the pleasure of working with [Candidate's Name] for [duration] at [Your Organization], where [he/she/they] served as [Candidate's Position]. During this time, I have been consistently impressed with [his/her/their] [mention specific skills, traits, or accomplishments]. [He/She/They] has demonstrated [qualities like leadership, teamwork, diligence, etc.], and has significantly contributed to [specific projects or achievements]. [Provide specific examples of the candidate's skills or contributions, including any measurable achievements that highlight their qualifications.]

I am confident that [Candidate's Name] would be a valuable asset to your team and excel in [mention the specific role or field]. [He/She/They] possess the dedication and expertise required to [mention any relevant task or responsibility].

Please feel free to contact me at [your phone number] or [your email address] if you need any further information or insights regarding [Candidate's Name].

Thank you for considering this recommendation.

Sincerely,

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