

[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 recommend [Candidate's Name] for [specific position or opportunity] at [Recipient Company/Organization]. I have known [Candidate's Name] for [duration of time] in my capacity as [Your Position] at [Your Company/Organization], where [he/she/they] was [describe the candidate's role or relationship to you].

During this time, I have been consistently impressed by [Candidate's Name]'s [mention specific qualities or skills such as work ethic, professionalism, skills relevant to the position]. [He/She/They] has demonstrated an exceptional ability to [provide a specific example or achievement].

[Provide additional details about the candidate's skills, character, and work experience. Mention any relevant accomplishments that make the candidate a good fit for the position.]

I am confident that [Candidate's Name] will excel in [his/her/their] new role and become a valuable asset to your team. I wholeheartedly support [his/her/their] application and believe [he/she/they] will bring great dedication and skill to [Recipient Company/Organization].

Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you have any further questions or need additional information.

Sincerely,

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