

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

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

Dear [Recipient's Name],

I am writing to recommend [Name of the person/organization you are recommending] for [specific purpose - e.g., a position, partnership, etc.].

[Begin with a brief introduction about your relationship with the individual or organization being referenced, including the duration of the relationship and the capacity in which you interacted.]

[Describe the skills, accomplishments, and qualities of the person/organization that make them a strong candidate. Be specific and provide examples where possible.]

[Conclude with a summary of your recommendation and an offer for the recipient to reach out for further information or clarification.]

Sincerely,

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