

[Your Name]  
[Your Position]  
[Your Company/Organization]  
[Your Address]  
[City, State, Zip Code]  
[Your Email Address]  
[Your 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 formally recommend [Candidate's Name] for [specific position or opportunity]. I have had the pleasure of working with [Candidate's Name] for [duration] at [Your Company/Organization], where [he/she/they] served as [Candidate's Position].

During this time, I observed [his/her/their] exceptional skills in [specific skills or attributes], as well as [his/her/their] ability to [describe relevant experiences or contributions]. [Provide a specific example of a project or accomplishment that highlights the candidate's strengths.]

[Candidate's Name] possesses [additional qualities or relevant experiences that further endorse the candidate]. [He/She/They] consistently demonstrated [mention work ethic, attitude, teamwork, etc.].

I am confident that [Candidate's Name] will be an asset to [Recipient's Company/Organization] and will excel in [specific role or field]. I highly recommend [him/her/them] without reservation.

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

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Position]