

[Your Name]
[Your Title/Position]
[Your Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title/Position]
[Recipient's Organization]
[Recipient's Address]
[City, State, Zip Code]
Dear [Recipient's Name],
I am writing to recommend [Candidate's Name] for [specific position, program, etc.]. I have had the pleasure of working with [him/her/them] for [duration] at [Your Organization], where [he/she/they] has [description of your relationship with the candidate].
During this time, [Candidate's Name] demonstrated [specific skills, qualities, or experiences]. [Provide specific examples].
In addition, [he/she/they] consistently showcased [another skill or quality], which resulted in [impact or achievement].
I am confident that [Candidate's Name] will bring [qualities or skills] to [the position or opportunity being applied for]. I wholeheartedly recommend [him/her/them] without reservation.
Please feel free to contact me at [your phone number] or [your email] should you require any further information.
Sincerely,
[Your Name]
[Your Title/Position]
[Your Organization]