

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Position]
[Company/Organization Name]
[Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to recommend [Candidate's Name] for [the position/program/etc. they are applying for] at [Company/Organization Name]. I have had the pleasure of knowing and working with [Candidate's Name] for [duration] in [context or relationship].

During this time, I have been consistently impressed by [his/her/their] [skills/qualities/attributes]. [Provide specific examples of the candidate's strengths, including any relevant experiences or achievements.]

[Candidate's Name] has demonstrated [additional qualities or skills], which I believe will greatly contribute to [his/her/their] success in [the position or program].

In conclusion, I wholeheartedly recommend [Candidate's Name] for [the position/program/etc.]. I am confident that [he/she/they] will be a valuable asset to your team. Please feel free to contact me at [your phone number or email] if you require any further information.

Sincerely,

[Your Name]
[Your Position/Relationship to Candidate]