

[Your Name]
[Your Position]
[Your Company/Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[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 recommend [Candidate's Name] for [specific position or opportunity] at [Company/Organization]. I have had the pleasure of working with [him/her/them] at [Your Company/Organization] for [duration] and can confidently speak to [his/her/their] skills and work ethic. During [his/her/their] time in the role of [Candidate's Position], [Candidate's Name] demonstrated [mention relevant skills, achievements, and characteristics]. [Provide specific examples or anecdotes that illustrate the candidate's strengths].

What impressed me most about [Candidate's Name] was [another positive trait or skill], which was evident in [specific situation or task]. [His/Her/Their] ability to [relevant ability] sets [him/her/them] apart from others in the field.

I am confident that [Candidate's Name] will be an asset to your team and bring [his/her/their] dedication and expertise to [Company/Organization]. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you have any further questions.

Best regards,

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