

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

[Recipient's Name]  
[Recipient's Title]  
[Company's Name]  
[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to wholeheartedly recommend [Candidate's Name] for the [Job Title] position at [Company's Name]. I have had the pleasure of working with [Candidate's Name] for [duration] at [Your Company/Organization], where [he/she/they] was [his/her/their role].

During this time, I was consistently impressed by [Candidate's Name]'s ability to [specific skill or quality]. [He/She/They] demonstrated [another skill or achievement], which positively impacted our team and project.

[Further details about the candidate's accomplishments, strengths, and character. Include specific examples to illustrate points.]

I believe that [Candidate's Name]'s skills and experience make [him/her/them] an excellent fit for [Company's Name]. [He/She/They] is a dedicated and talented individual who will undoubtedly contribute to your team's success.

Please feel free to contact me at [your phone number or email address] if you have any further questions or need additional information.

Sincerely,

[Your Name]  
[Your Job Title]  
[Your Company/Organization]