

[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 [position, opportunity, etc.]. I have had the pleasure of working with [him/her/them] for [duration] at [Your Company/Organization], where [he/she/they] has demonstrated [specific skills, qualities, or achievements].

Throughout [his/her/their] time with us, [Candidate's Name] has consistently shown [describe relevant traits, work ethic, accomplishments, etc.]. I am confident that [he/she/they] will bring the same level of dedication and excellence to [Recipient's Company/Organization].

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

Sincerely,

[Your Name]
[Your Position]