

[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 or opportunity]. I have had the pleasure of working with [Candidate's Name] for [duration] at [Company/Organization], where [he/she/they] served as [Candidate's Position].

During this time, [Candidate's Name] demonstrated exceptional [skills/qualities relevant to the position]. [He/She/They] consistently [describe specific achievements or contributions].

[Provide additional examples of the candidate's strengths and successes, emphasizing attributes relevant to the specific opportunity.]

I am confident that [Candidate's Name] will be a valuable addition to your team. [He/She/They] possess the qualities of [mention key traits] that I believe will contribute positively to [Recipient's Company/Organization].

Please feel free to contact me at [your phone number] or [your email] if you need any more information or further insight into [Candidate's Name]'s capabilities.

Sincerely,
[Your Signature (if sending a hard copy)]
[Your Printed Name]