

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

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

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to highly recommend [Candidate's Name] for [specific position or opportunity] at [Company Name]. I have had the pleasure of working with [him/her/them] for [duration of time] at [Your Company/Organization], where [he/she/they] held the position of [Candidate's Position].

During this time, I was particularly impressed by [Candidate's Name]'s [specific skills or qualities, e.g., work ethic, leadership abilities, problem-solving skills]. [He/She/They] consistently demonstrated a strong commitment to [specific project or responsibility], which resulted in [specific outcome or achievement].

[Provide additional details about the candidate's performance and contributions, illustrating their suitability for the position.]

I am confident that [Candidate's Name] would be a valuable asset to your team. Please feel free to reach out to me at [Your Phone Number] or [Your Email Address] if you would like to discuss [his/her/their] qualifications further.

Thank you for considering this recommendation.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company]