

[Your Name]  
[Your Address]  
[City, Postcode]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Company/Organization Name]  
[Address]  
[City, Postcode]

Dear [Recipient's Name],  
I am writing to recommend [Candidate's Name] for [position, program, etc.]. I have had the pleasure of working with [him/her/them] for [duration] at [Your Company/Organization] as [your relationship to the candidate].

During this time, I have been impressed by [Candidate's Name]'s [mention skills, qualities, or contributions]. Specifically, [provide specific examples or anecdotes to support your claims].

I believe [he/she/they] would be a valuable addition to [Company/Organization Name] because [mention how the candidate aligns with the opportunity they are applying for].

If you have any further questions, please do not hesitate to contact me at [your phone number] or [your email address].

Yours sincerely,

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