

[Your Name]
[Your Position]
[Your Company]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am pleased to recommend [Candidate's Name] for the entry-level position of [Job Title] at [Company Name]. I have had the pleasure of working with [Candidate's Name] for [duration] during [context/setting in which you worked together, e.g., internship, project, etc.].

Throughout this time, [he/she/they] demonstrated exceptional [mention skills or traits, e.g., analytical skills, communication abilities, teamwork]. [Provide a specific example of a project or task that illustrates these skills].

In addition to [his/her/their] technical skills, [Candidate's Name] possesses a strong work ethic and an eagerness to learn. [He/She/They] is always willing to take on new challenges and is quick to absorb new information.

I am confident that [Candidate's Name] will bring the same dedication and enthusiasm to the [Job Title] role at [Company Name]. [He/She/They] has my highest recommendation, and I believe [he/she/they] will be a valuable asset to your team.

Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you have any questions or need further information.

Sincerely,

[Your Name]
[Your Position]