

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

Dear [Recipient's Name],

I am writing to recommend [Applicant's Name] for the [Position Name] at [Company Name]. I have had the pleasure of [working with/teaching] [him/her/them] during [specific time frame] at [Your Organization/School Name], where [he/she/they] [describe your relationship to the applicant and context of your interaction].

During this time, [Applicant's Name] demonstrated [specific skills, qualities, or accomplishments], which I believe will greatly benefit [Company Name]. [Provide specific examples of projects or tasks the applicant excelled in, highlighting relevant skills or contributions]. In addition to [his/her/their] technical skills, [Applicant's Name] is [describe personal attributes that make the applicant stand out, such as teamwork, dedication, or innovative thinking]. [He/She/They] consistently [mention any positive behavior or attitude].

I wholeheartedly recommend [Applicant's Name] for the [Position Name] at [Company Name]. I am confident that [he/she/they] will contribute positively and thrive within your team. Please feel free to contact me at [your phone number or email] if you require any further information.

Thank you for considering [Applicant's Name] for this opportunity.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Job Title/Position]
[Your Organization]