

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

[Recipient's Name]  
[Recipient's Title/Position]  
[Recipient's Organization]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to wholeheartedly recommend [Candidate's Name] for [specific position or opportunity] at [Recipient's Organization]. I have had the pleasure of working with [Candidate's Name] for [duration] in my capacity as [Your Position] at [Your Organization].

Throughout our time together, [Candidate's Name] has consistently demonstrated [specific qualities or skills]. One instance that stands out is [provide a specific example or achievement that highlights the candidate's strengths].

[Candidate's Name] is not only [adjective] but also [adjective], making [him/her/them] a valuable asset to any team. [Discuss additional strengths or attributes that are relevant to the opportunity].

I am confident that [Candidate's Name] will bring the same dedication and excellence to [Recipient's Organization] as [he/she/they] has to [Your Organization]. I strongly recommend [him/her/them] without reservation. Please feel free to contact me at [your phone number] or [your email address] if you need further information or specific examples regarding [Candidate's Name].

Sincerely,

[Your Name]  
[Your Title/Position]