

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

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

Dear [Recipient's Name],

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

During this time, [he/she/they] demonstrated exceptional [mention skills or qualities relevant to the opportunity], which greatly contributed to our team's success. One instance that stands out is [provide a specific example of the recipient's achievements or contributions].

[Recipient's Name]'s ability to [mention another relevant skill or quality] truly sets [him/her/them] apart. [He/She/They] consistently [describe a particular behavior or achievement], showing [his/her/their] commitment to excellence and teamwork.

I am confident that [Recipient's Name] will bring the same dedication and skill to [the opportunity or position for which they are being recommended]. [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] should you require any further information.

Sincerely,

[Your Name]
[Your Position]