

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

Dear [Recipient's Name],

I am writing to highly recommend [Person's Name] for [specific position or opportunity] at [Company/Organization Name]. I have had the pleasure of working with [Person's Name] for [duration] at [Your Company/Organization], where they held the position of [Person's Position].

During this time, I have been continually impressed by [his/her/their] [mention key qualities, skills, or achievements]. [Provide specific examples that demonstrate these qualities].

[Person's Name] has consistently shown a dedication to [specific task or value related to the opportunity]. [He/She/They] is not only a valuable team member but also a [mention any leadership qualities or contributions].

I am confident that [Person's Name] would be a great fit for [Company/Organization Name] and would contribute positively to your team. Please feel free to contact me at [Your Phone Number] or [Your Email Address] for any further information.

Thank you for considering this recommendation.

Sincerely,

[Your Name]
[Your Position]