

[Your Name]
[Your Title/Position]
[Your Company/Organization]
[Address Line 1]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title/Position]
[Recipient's Company/Organization]
[Address Line 1]
[City, State, Zip Code]

Dear [Recipient's Name],

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

During this time, [he/she/they] has consistently demonstrated [specific skills, traits, or accomplishments related to the opportunity]. [Provide specific examples that illustrate these qualities and contributions.]

[Candidate's Name] has a remarkable ability to [mention additional qualities or skills] which will undoubtedly benefit [Recipient's Company/Organization] in [specific context]. [Include another example or anecdote to further support your recommendation.]

I am confident that [Candidate's Name] will excel in [the opportunity] and contribute positively 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 Title/Position]