

[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 wholeheartedly recommend [Candidate's Name] for [specific position, program, opportunity, etc.]. Having worked with [him/her/them] for [duration] at [Your Organization], I have had the pleasure of witnessing [his/her/their] [skills, qualities, achievements] firsthand.

[Insert a paragraph detailing specific experiences, projects, or attributes that support your recommendation.]

In addition to [his/her/their] professional skills, [Candidate's Name] possesses [personal qualities or soft skills, e.g., leadership, teamwork, dedication]. [Provide an example or anecdote demonstrating these qualities].

I am confident that [Candidate's Name] will bring the same commitment and excellence to [the new role or opportunity] as [he/she/they] has shown during our time together.

Please feel free to contact me at [your phone number] or [your email address] if you have any questions or require further information.

Sincerely,

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