

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

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

Dear [Recipient's Name],

I am writing to recommend [Candidate's Name] for [specific position, program, or opportunity] at [Company/Organization Name]. I have had the pleasure of working with [Candidate's Name] for [duration] at [Your Organization], where [he/she/they] has been a [Candidate's Position or Role].

Throughout [his/her/their] time with us, [Candidate's Name] has demonstrated exceptional [skills/qualities related to the position], including [specific examples]. [He/She/They] consistently [describe contributions, achievements, or qualities that stood out].

[Optional paragraph for additional examples or anecdotes that illustrate the candidate's qualifications.]

I am confident that [Candidate's Name] will bring the same dedication and excellence to [Company/Organization Name]. [He/She/They] would be a valuable addition to your team, and I wholeheartedly recommend [him/her/them].

Please feel free to contact me at [your phone number] or [your email] if you need any further information or insights regarding [Candidate's Name].

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Typed Name]  
[Your Position]  
[Your Organization]