

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

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

Dear [Recipient's Name],

I am writing to recommend [Candidate's Name] for [position, opportunity, etc.]. I have had the pleasure of working with [him/her/them] for [duration] at [your organization or context] where [he/she/they] held the position of [Candidate's Position].

During this time, [Candidate's Name] demonstrated [specific skills/traits], particularly in [specific project or task].

[His/Her/Their] ability to [describe a specific achievement or quality] was invaluable to our team.

[Include additional details of accomplishments, work ethic, personality, and any other relevant information to support the recommendation.]

I wholeheartedly recommend [Candidate's Name] for [position, opportunity, etc.]. I am confident that [he/she/they] will bring the same dedication and excellence to [new role or opportunity] as [he/she/they] has shown in [his/her/their] time with us.

Should you have any further questions, please do not hesitate to contact me at [your phone number] or [your email address].

Sincerely,

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