

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

[Recipient's Name]  
[Recipient's Title/Position]  
[Government Agency or Organization]  
[Agency Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to recommend [Candidate's Name] for the position of [Position Title] at [Government Agency/Organization]. I have had the pleasure of working with [Candidate's Name] for [duration] in my capacity as [Your Position] at [Your Organization].

Throughout our time working together, [Candidate's Name] has consistently demonstrated [specific qualities or skills relevant to the position, e.g., leadership, analytical skills, dedication]. One notable example of this was when [provide a specific example that showcases the candidate's strengths and contributions].

In addition to their professional skills, [Candidate's Name] is also known for their [mention any personal qualities such as integrity, teamwork, or commitment to public service]. These attributes not only make them an asset to any team but also align perfectly with the values upheld by [Government Agency/Organization].

I wholeheartedly support [Candidate's Name]'s application for the [Position Title] and am confident that they will bring the same level of excellence and dedication to your team as they have here at [Your Organization]. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you require any further information.

Thank you for considering this recommendation.

Sincerely,

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