

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Department/Agency Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

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

Throughout our time together, [Candidate's Name] has consistently demonstrated [specific qualities/skills related to the job], making a significant impact through [specific examples of contributions or achievements]. Their ability to [skill or competence] has proven invaluable to our team and mirrors the responsibilities required for the [specific position].

Additionally, [Candidate's Name] possesses exceptional [mention any relevant traits, such as leadership, teamwork, communication], which I believe will greatly benefit [Department/Agency Name]. Their commitment to [values or goals relevant to the position or organization] showcases their dedication to public service.

I am confident that [Candidate's Name] will excel in the [specific position] and continue to make meaningful contributions to [Department/Agency Name]. Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you require any further information.

Thank you for considering this recommendation.

Sincerely,

[Your Name]
[Your Position]
[Your Organization/Company]