

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

Dear [Recipient's Name],

I am writing to recommend [Candidate's Name] for [specific position or opportunity] at [Company/Organization]. I have had the pleasure of knowing [Candidate's Name] for [duration] as [his/her/their] [relationship to the candidate, e.g., professor, supervisor, colleague]. During this time, I have been impressed with [his/her/their] [mention relevant skills, qualities, or experiences]. [Provide specific examples of the candidate's achievements or contributions].

I strongly believe that [Candidate's Name] would be a valuable addition to your team and would excel in [mention relevant area or role].

Please feel free to contact me at [your phone number] or [your email address] for any further information.

Sincerely,

[Your Name]
[Your Position/Title]