

[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 wholeheartedly recommend [Candidate's Name] for [Position/Opportunity] at [Recipient's Organization]. I have had the pleasure of working with [Candidate's Name] for [duration] at [Your Organization], where they served as [Candidate's Position]. During this time, I have been consistently impressed with [Candidate's Name]'s [specific skills, achievements, or qualities]. [He/She/They] demonstrated exceptional [insert relevant skills or attributes], which had a significant positive impact on our team and projects. For instance, [provide specific example or anecdote illustrating the candidate's strengths].

[Candidate's Name] possesses a strong work ethic, a penchant for collaboration, and the ability to navigate complex challenges with [describe other relevant characteristics or skills]. [He/She/They] consistently delivers high-quality work while fostering a positive and inclusive environment for peers.

I am confident that [Candidate's Name] would be a tremendous asset to [Recipient's Organization] and perform exceptionally in [specific role or project]. Please do not hesitate to contact me at [your phone number] or [your email address] if you require any further information or would like to discuss [his/her/their] qualifications in detail.

Thank you for considering this recommendation.

Sincerely,
[Your Name]
[Your Title]