

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

Dear [Recipient Name],

I am writing to wholeheartedly recommend [Candidate's Name] for [specific opportunity or position]. I have had the pleasure of working with [him/her/them] for [duration] at [Your Organization/Institution], where [he/she/they] served as [Candidate's Position].

During [his/her/their] time with us, [Candidate's Name] demonstrated [specific skills, qualities, or accomplishments]. For instance, [provide an example or two that highlights strengths].

In addition to [his/her/their] professional capabilities, [Candidate's Name] is known for [character traits, such as being a team player, having strong work ethic, etc.]. [Include an anecdote or specific instance that illustrates these traits].

I am confident that [Candidate's Name] will bring the same dedication and excellence to [Recipient Organization or Opportunity]. [He/She/They] have my highest recommendation, and I am happy to provide additional information if needed.

Thank you for considering [Candidate's Name] for [specific opportunity].

Sincerely,

[Your Name]
[Your Position]