

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

Dear [Recipient Name],

I am writing to recommend [Person's Name] for [specific position or opportunity]. During the time that I have known [him/her/them], [he/she/they] has consistently demonstrated [key qualities or skills]. [Provide specific examples of the person's achievements or contributions].

In addition to [his/her/their] impressive skills, [Person's Name] possesses [mention any personal qualities]. I am confident that [he/she/they] would be a valuable asset to your team.

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

Sincerely,

[Your Name]
[Your Position]