

[Your Name]  
[Your Title/Position]  
[Your Organization]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient Name]  
[Recipient Title/Position]  
[Recipient Organization]  
[Recipient Address]  
[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to wholeheartedly recommend [Candidate's Name] for [position or opportunity] at [Recipient Organization]. Over the course of [time period], I have had the pleasure of working closely with [him/her/them] at [Your Organization] and have been continually impressed by [his/her/their] [specific qualities, skills or achievements].

[Candidate's Name] possesses a profound understanding of [subject matter or skill], exhibiting a unique blend of [qualities, e.g., creativity, analytical thinking, etc.]. [He/She/They] has not only excelled in [specific task or project], but has also shown an unwavering commitment to [specific values or mission relevant to the recipient's organization]. One instance that stands out was when [describe a specific situation where the candidate demonstrated exceptional skills or qualities]. This experience underscored [Candidate's Name]'s ability to [specific outcomes or skills relevant to the recommendation].

I am confident that [Candidate's Name] will bring the same level of dedication, insight, and innovation to [Recipient Organization] as [he/she/they] has consistently demonstrated in [his/her/their] time with us. I highly recommend [him/her/them] for [position or opportunity] without reservation.

Should you require any further information, please feel free to contact me at [your phone number] or [your email address]. Thank you for considering this exceptional candidate.

Sincerely,

[Your Name]  
[Your Title/Position]  
[Your Organization]