

[Your Name]  
[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 strongly recommend [Candidate's Name] for [specific position or opportunity]. Having known [him/her/them] for [duration], I have witnessed [his/her/their] impressive skills and dedication firsthand.

During [his/her/their] time at [Organization/School/Company], [Candidate's Name] demonstrated exceptional abilities in [specific skills or tasks]. [He/She/They] consistently [specific examples of contributions or achievements].

[Include additional details about the Candidate's character, work ethic, or any notable accomplishments.]

I am confident that [Candidate's Name] will bring the same level of excellence to your [team/organization]. Please feel free to contact me at [your phone number] or [your email] if you require any further information.

Sincerely,

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