

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

[Recipient's Name]
[Recipient's Position]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to recommend [Candidate's Name] for [position or purpose]. During my time working with [him/her/them] at [Company/Organization Name], I have had the pleasure of witnessing [his/her/their] exceptional skills and dedication.

[Briefly describe your relationship with the candidate and the context in which you have known them. Mention any relevant projects or responsibilities.]

[Highlight the candidate's strengths and achievements. Provide specific examples of how they contributed positively to the team or organization.]

I am confident that [Candidate's Name] will bring the same level of enthusiasm and commitment to [New Position or Opportunity] as [he/she/they] demonstrated while working with us.

Please feel free to contact me at [Phone Number] or [Email Address] if you have any questions or require further information.

Sincerely,

[Your Name]
[Your Position]
[Your Company/Organization Name]