

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

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

Dear [Recipient's Name],

I am writing to wholeheartedly recommend [Candidate's Name] for [specific program, position, or opportunity] in Gwinnett County. I have had the pleasure of knowing [him/her/them] for [duration] while [he/she/they] was [context of your relationship, e.g., a student in my class, an employee at my company, etc.].

During this time, I have been impressed by [Candidate's Name]'s [specific qualities, skills, or accomplishments that are relevant]. [He/She/They] consistently [describe specific actions or behaviors that demonstrate the candidate's strengths].

[Provide an example or anecdote that illustrates the candidate's capabilities and character.]

In addition to [his/her/their] technical skills, [Candidate's Name] possesses exceptional [soft skills or personal qualities, e.g., leadership, teamwork, communication], making [him/her/them] an asset in any environment.

I have no doubt that [Candidate's Name] will excel in [specific program, position, or opportunity] and make a positive impact in Gwinnett County. I strongly recommend [him/her/them] without reservation.

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

Sincerely,

[Your Name]  
[Your Position]  
[Your Organization]