

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

Dear [Recipient Name],

I am writing to wholeheartedly recommend [Candidate's Name] for [specific position, program, or opportunity] at [Recipient Organization]. I have had the pleasure of working with [Candidate's Name] for [duration] at [Your Organization], where they have demonstrated exceptional skills and commitment to [specific field or area].

Throughout [his/her/their] time with us, [Candidate's Name] has consistently displayed [specific qualities or achievements].

[He/She/They] possesses outstanding [skills/qualities relevant to the opportunity] which I believe will be a great asset to your team.

One of the highlights of [Candidate's Name]'s contributions was [specific example or project], where [he/she/they] [describe achievement or impact]. This clearly demonstrates [his/her/their] ability to [describe relevant skills].

In addition to [his/her/their] technical skills, [Candidate's Name] is a remarkable team player. [He/She/They] is respected by peers and has a knack for [describe interpersonal skills or attributes].

I am confident that [Candidate's Name] will bring the same dedication, creativity, and professionalism to [Recipient Organization] as [he/she/they] has shown in my organization. I highly recommend [him/her/them] without reservation.

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

Sincerely,

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