

[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 highly recommend [Candidate's Name] for [specific position or program] at [Recipient's Organization]. I have had the pleasure of working with [him/her/them] for [duration] at [Your Organization], and I can confidently say that [he/she/they] possess exceptional skills in [specific skills or qualities related to hyphenation].

Throughout our time together, [Candidate's Name] has demonstrated [specific example of skill or achievement related to hyphenation].

[He/She/They] consistently [describe behavior or performance], which has significantly contributed to our [team/project's success].

I believe that [Candidate's Name]'s ability to [describe another relevant skill or trait] makes [him/her/them] a perfect fit for [specific position or program]. [He/She/They] approaches challenges with a positive attitude and is always willing to [mention additional relevant behavior].

In conclusion, I wholeheartedly recommend [Candidate's Name] for [specific position or program]. I am confident [he/she/they] will excel and make a positive impact at [Recipient's Organization]. Please feel free to contact me if you need any more information.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Position]