

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

Dear [Recipient's Name],

I am writing to recommend [Candidate's Name] for [specific opportunity, position, or program]. I have had the pleasure of knowing and working with [him/her/them] for [duration] at [Your Company/Organization], where [he/she/they] held the position of [Candidate's Position].

During this time, I have been consistently impressed with [Candidate's Name]'s [mention specific qualities or skills relevant to hyphenation, e.g., attention to detail, linguistic proficiency]. [He/She/They] has demonstrated [his/her/their] expertise in the area of hyphenation through [specific examples of work or projects].

[Elaborate on a specific instance or project that showcases the candidate's skills related to hyphenation--a successful piece of writing, editing project, etc.].

I believe that [Candidate's Name] would be an invaluable asset to [Recipient's Company/Organization or specific role]. [His/Her/Their] dedication and skill set make [him/her/them] a standout candidate worthy of your consideration.

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 Company/Organization]