

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

Dear [Recipient Name],

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

[In this paragraph, describe the relationship with the applicant, their responsibilities, and contributions to your organization. Include specific examples of their skills, achievements, and work ethic.]

[In this paragraph, discuss the applicant's strengths, character traits, and any relevant experiences that support their candidacy.]

I am confident that [Applicant's Name] would be an excellent fit for [the position, program, opportunity, etc.], and I wholeheartedly support [his/her/their] application. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you need any further information or insight.

Sincerely,

[Your Name]  
[Your Position]