

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

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

Dear [Recipient's Name],

I am writing to recommend [Candidate's Name] for [specific position or opportunity]. I had the pleasure of working with [Candidate's Name] for [duration] at [Organization/Company Name], where they held the position of [Candidate's Position].

During this time, I was consistently impressed with [his/her/their] [mention specific skills or attributes, e.g., work ethic, problem-solving abilities, leadership qualities]. [Provide a specific example or anecdote that illustrates these skills].

[Candidate's Name] has a unique ability to [mention any relevant skills or experiences related to the position/opportunity]. [He/She/They] also demonstrated exceptional [mention other relevant qualities, e.g., communication skills, teamwork, adaptability].

I am confident that [Candidate's Name] will be an asset to [Recipient's Organization/Position] and excel in [mention relevant aspects of the role or opportunity]. I highly recommend [him/her/them] for this opportunity without reservation.

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

Sincerely,

[Your Name]  
[Your Title/Position]