

[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 recommend [Candidate's Name] for [specific position or opportunity] at [Recipient's Organization]. I have had the pleasure of working with [Candidate's Name] for [duration] in my capacity as [Your Position] at [Your Organization].

During this time, [he/she/they] exhibited a strong work ethic, exceptional skills in [specific skills or qualities], and a remarkable ability to [specific achievement or contribution]. [He/She/They] demonstrated [provide an example or anecdote] that highlights [his/her/their] capabilities.

[Candidate's Name] has a keen understanding of [specific subject or area relevant to the position], and [his/her/their] contributions have significantly impacted our team by [details about the impact].

[He/She/They] is a natural leader and has always been willing to go above and beyond in supporting team goals.

I am confident that [Candidate's Name] will bring the same level of dedication and excellence to [Recipient's Organization]. [He/She/They] would be a tremendous asset to your team, and I wholeheartedly 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 require any additional information or further insights into [Candidate's Name]'s qualifications.

Sincerely,

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