

[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 [Organization/Program Name]. I have had the pleasure of knowing and working with [Candidate's Name] for [duration of time] as [his/her/their] [supervisor/colleague/mentor] at [Your Organization]. During this time, [Candidate's Name] has consistently demonstrated exceptional [skills/qualities relevant to the position]. [He/She/They] has shown remarkable [specific examples of skills or attributes], which sets [him/her/them] apart from [his/her/their] peers.

One of the most impressive projects [he/she/they] worked on was [specific project or task]. Through this experience, [he/she/they] displayed [mention key qualities such as leadership, creativity, resilience, etc.], achieving [specific outcomes]. This exemplifies [Candidate's Name]'s ability to [explain relevance to new opportunity].

In addition to [his/her/their] skills, [Candidate's Name] is [mention soft skills like teamwork, communication, reliability, etc.].

[He/She/They] is respected by colleagues and has a unique ability to [describe a relevant positive interaction or teamwork experience].

I am confident that [Candidate's Name] would bring great value to [Recipient's Organization]. [He/She/They] is not only prepared for the challenges ahead but also passionate about making a positive impact. I wholeheartedly recommend [him/her/them] for [the opportunity].

Please feel free to contact me if you have any questions or require further information.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Position]