

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

Dear [Recipient Name],
I am writing to recommend [Candidate Name] for [specific opportunity, position, or program]. I have had the pleasure of working with [him/her/them] for [duration] at [Your Organization/Company], where [he/she/they] has demonstrated exceptional [qualities/skills/attributes]. During [his/her/their] time at [Your Organization], [Candidate Name] was responsible for [specific responsibilities or projects]. [He/She/They] consistently [mention specific accomplishments or contributions], showcasing [his/her/their] ability to [relevant skills or attributes]. One of the aspects I admire most about [Candidate Name] is [his/her/their] [specific trait or skill], which greatly contributed to [specific outcome or success]. [Include a personal anecdote or example to illustrate this trait].

I am confident that [Candidate Name] will excel in [the opportunity being applied for]. [He/She/They] is not only [positive adjectives, e.g., dedicated, intelligent, proactive], but also possesses the passion and drive necessary to make a positive impact.

Please feel free to contact me at [your phone number] or [your email address] should you require any further information or insights regarding [Candidate Name].

Thank you for considering this recommendation.

Sincerely,
[Your Name]
[Your Title]