

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

[Recipient's Name]  
[Recipient's Position]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to recommend [Referee's Name] for the [Position Title] at [Company Name]. Having worked with [him/her/them] at [Your Company/Organization] for [Duration], I can attest to [his/her/their] [specific skills/qualities relevant to the job].

[Referee's Name] consistently demonstrated [mention specific achievements or qualities], making a significant impact on our team. I believe [he/she/they] would be a valuable addition to your organization. Please feel free to contact me if you have any questions or need further information.

Best regards,

[Your Name]  
[Your Position]