

[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 wholeheartedly recommend [Candidate's Name] for [specific opportunity, position, or program] at [Recipient's Organization]. I have had the pleasure of working with [Candidate's Name] for [duration] in my capacity as [your position], where [he/she/they] demonstrated [specific qualities, skills, or experiences].

During [his/her/their] time with us, [Candidate's Name] was responsible for [brief description of duties or projects]. [He/She/They] consistently showed [specific traits, such as leadership, teamwork, creativity, etc.], resulting in [positive outcome or achievement].

[Include an anecdote or specific example that highlights the candidate's qualifications or contributions.]

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 valuable asset to your team, and I wholeheartedly support [his/her/their] application.

Please feel free to contact me at [your phone number] or [your email address] for any further information or discussion.

Sincerely,

[Your Name]  
[Your Position]