

[Your Name]  
[Your Job Title]  
[Your Company/Organization]  
[Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Job Title]  
[Recipient's Company/Organization]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to recommend [Candidate's Name] for [Job Title/Position] at [Company/Organization Name]. I have had the pleasure of working with [Candidate's Name] for [duration] at [Your Company/Organization], where [he/she/they] held the position of [Candidate's Job Title/Position]. During this time, [Candidate's Name] demonstrated [his/her/their] exceptional skills in [specific skills or areas of expertise].

[He/She/They] consistently delivered high-quality work, was a reliable team member, and showed a strong ability to [mention any relevant achievements or contributions].

[Include a specific example or anecdote that highlights the candidate's abilities, work ethic, or contributions].

I am confident that [Candidate's Name] would be a valuable asset to your team at [Recipient's Company/Organization]. [He/She/They] brings a positive attitude, a strong work ethic, and the ability to adapt to new challenges.

Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you have any further questions or require additional information.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Job Title]  
[Your Company/Organization]