

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

Dear [Recipient Name],

I am writing to highly recommend [Candidate's Name] for [specific opportunity or position] at [Organization/Institution Name]. I have had the pleasure of working with [Candidate's Name] for [duration] at [Your Organization/Institution], where [he/she/they] served as [Candidate's Position/Role].

[In this paragraph, provide specific examples of the candidate's skills, achievements, and contributions. Mention any relevant experience, projects, or personal qualities that make them a strong candidate.] Additionally, [Candidate's Name] has demonstrated [mention any particular strengths, such as leadership, teamwork, communication skills, etc.]. [He/She/They] consistently [mention any successful outcomes or positive impacts that resulted from the candidate's efforts].

I am confident that [Candidate's Name] will bring the same level of dedication and excellence to [Organization/Institution Name].

[He/She/They] would be a tremendous asset to your team.

Thank you for considering this recommendation. Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you require any further information.

Sincerely,

[Your Name]
[Your Position]
[Your Organization/Institution]