

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

[Recipient's Name]  
[Recipient's Title]  
[Organization Name]  
[Organization Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to recommend [Name of the person you are recommending] for [specific opportunity, position, program, etc.]. I have had the pleasure of knowing [him/her/them] for [duration] in the capacity of [your relationship to the individual].

[Provide a brief introduction of the individual, their qualifications, and how you know them.]

During this time, I have been impressed by [his/her/their] [specific qualities or accomplishments]. [Provide examples or anecdotes that highlight these qualities.]

I can confidently say that [Name] would be an excellent fit for [opportunity, position, etc.]. [Summarize your reasons for the recommendation.]

Thank you for considering [his/her/their] application. I am certain that [Name] will bring [his/her/their] exceptional skills and positive attitude to [recipient organization or position].

Please feel free to contact me at [your phone number] or [your email address] if you need any further information.

Sincerely,

[Your Name]

[Your Title/Position]