

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

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

Dear [Recipient Name],

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

During this time, [he/she/they] demonstrated outstanding [skills/qualities]. [He/She/They] consistently [describe specific examples of their work/achievements]. [Candidate's Name] has an excellent ability to [mention relevant abilities] and effectively [describe how they contributed to the team or project].

[Optional: Include a specific story or anecdote that illustrates the candidate's strengths.]

I am confident that [Candidate's Name] will bring the same level of dedication and excellence to [Company/Organization Name]. [He/She/They] would be an invaluable asset to your team.

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

Sincerely,

[Your Name]  
[Your Position]  
[Your Company/Organization Name]