

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

[Recipient's Name]  
[Recipient's Title]  
[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 position or opportunity] at [Recipient's Organization]. I have had the pleasure of working with [Candidate's Name] for [duration] in my capacity as [Your Title] at [Your Organization], where I have had the opportunity to observe [his/her/their] impressive skills in [specific skills or areas].

During our time together, [Candidate's Name] consistently demonstrated [specific qualities or achievements], notably [provide examples or anecdotes that illustrate contributions]. [He/She/They] stood out for [his/her/their] ability to [describe relevant skills or traits], which I believe will greatly benefit [Recipient's Organization].

I am confident that [Candidate's Name] will bring [his/her/their] unique talents and a strong work ethic to your team. [He/She/They] is not only [mention personal attributes such as reliable, innovative, etc.], but also has a passion for [related field or industry], making [him/her/them] an ideal fit for this opportunity.

Please feel free to contact me at [your phone number] or [your email address] should you require any more information or further details about [Candidate's Name]. I strongly endorse [his/her/their] application and look forward to seeing the positive impact [he/she/they] will undoubtedly make at [Recipient's Organization].

Sincerely,

[Your Name]  
[Your Title]  
[Your Organization]