

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

[Recipient's Name]
[Recipient's Position]
[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] available in [specific context/organization]. I have had the pleasure of working with [Candidate's Name] for [duration] at [your organization/school], where [he/she/they] has demonstrated exceptional skills in [relevant skills or qualities].

During [his/her/their] time with us, [Candidate's Name] [describe specific accomplishments, contributions, and traits that make the candidate stand out]. For example, [provide a specific example of a project or task where the candidate excelled].

[Candidate's Name] is known for [mention personal attributes such as dedication, leadership, teamwork, etc.], and has consistently shown a strong commitment to [mention any relevant values or goals relevant to the opportunity the candidate is applying for].

I am confident that [Candidate's Name]'s capabilities and work ethic will greatly contribute to [Recipient's organization or context]. I strongly endorse [him/her/them] for this opportunity and believe [he/she/they] will exceed your expectations.

Please feel free to contact me at [your phone number] or [your email] should you require any further information or insights.

Thank you for considering this recommendation.

Sincerely,

[Your Name]
[Your Position]
[Your Organization]