

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[Company/Organization Name]
[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] in the capacity of [your relationship to the candidate, e.g., supervisor, colleague, etc.].

During this time, I have been continually impressed by [his/her/their] [qualities/skills/attributes]. [Candidate's Name] has consistently demonstrated [specific examples of skills or contributions that are relevant to the position].

One of the standout moments during [his/her/their] time at [Your Company/Organization Name] was when [specific example of a project or achievement]. This not only showcased [his/her/their] skills in [relevant skill] but also [describe the impact or result].

Furthermore, [Candidate's Name] possesses remarkable [additional qualities, such as teamwork, leadership, problem-solving skills].

[He/She/They] is always willing to go the extra mile, and [his/her/their] positive attitude makes [him/her/them] a joy to work with.

I am confident that [Candidate's Name] would be an asset to your team, and I wholeheartedly endorse [him/her/them] for [the opportunity]. Please feel free to contact me at [your phone number] or [your email] should you require any further information.

Sincerely,

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