

[Your Name]
[Your Position]
[Your Company/Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Recipient's Company/Organization]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to recommend [Candidate's Name] for [specific position or opportunity] at [Recipient's Organization]. During my time working with [Candidate's Name] at [Your Company/Organization], I have been consistently impressed by their [qualities such as skills, work ethic, attitude].

[Provide specific examples of the candidate's contributions and achievements, highlighting relevant experiences].

I believe that [Candidate's Name] will be an invaluable addition to your team, demonstrating [specific skills or attributes that would benefit the recipient's organization].

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

Thank you for considering this recommendation.

Sincerely,
[Your Name]