

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

[Recipient's Name]
[Recipient's Position]
[Company Name or Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my support for [Candidate's Name] in their application for the [Job Title] position at [Company Name or Organization Name].

Having worked with [Candidate's Name] for [duration] at [Your Company Name], I have had the opportunity to observe their skills and dedication firsthand. [He/She/They] consistently demonstrates [specific skills or qualities related to the job], and I believe [he/she/they] would be a tremendous asset to your team.

During our time together, [Candidate's Name] [provide specific examples of contributions or achievements]. This experience has equipped

[him/her/them] with [relevant skills or knowledge related to the job].

I am confident that [Candidate's Name] will bring the same level of enthusiasm and commitment to [Company Name or Organization Name]. Should you have any questions, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for considering this recommendation.

Sincerely,

[Your Name]
[Your Position]