

[Your Name]
[Your Job Title]
[Your Company]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Job Title]
[Recipient Company]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to recommend [Applicant's Name] for the [Job Title] position at [Recipient Company]. As [his/her/their] employer at [Your Company] for [duration of employment], I have had the pleasure of witnessing [his/her/their] professional growth and contributions to our team.

[Applicant's Name] has consistently demonstrated [mention specific skills or qualities, e.g., strong work ethic, leadership skills, attention to detail], which have greatly benefited our organization. [Provide an example of a project or task they successfully completed].

I am confident that [Applicant's Name] will bring the same level of dedication and excellence to your team. [His/her/their] ability to [mention relevant skills or characteristics] makes [him/her/them] a perfect fit for the [Job Title] position.

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

Sincerely,

[Your Name]
[Your Job Title]
[Your Company]