

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

[Recipient's Name]
[Recipient's Title]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to you to formally recommend [Candidate's Name] for [specific position] at [Company Name]. I have had the pleasure of working with [Candidate's Name] for [duration] at [Previous Company/Organization], where [he/she/they] served as [Candidate's Position].

During this time, I was consistently impressed by [his/her/their] dedication, expertise, and ability to [specific skill or achievement]. [He/She/They] demonstrated [mention specific examples or projects] which greatly contributed to our team's success.

I am confident that [Candidate's Name] will bring the same level of enthusiasm and professionalism to your team. [He/She/They] has my highest recommendation for the position, and I believe [he/she/they] will be an asset to your organization.

Thank you for considering this recommendation. Please feel free to reach out to me at [your phone number] or [your email] if you have any questions or need further information.

Best regards,

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