

[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 [position/program/opportunity]. I have had the pleasure of working with [him/her/them] for [duration] at [Your Company/Organization], where [he/she/they] [describe the nature of your relationship and the context]. During this time, [Candidate's Name] has consistently demonstrated [mention skills, qualities, or accomplishments relevant to the position]. [Provide specific examples or anecdotes that highlight the candidate's contributions and performance].

I am confident that [Candidate's Name] will bring [his/her/their] exceptional [skills, qualities, or attributes] to [recipient's context]. [State your endorsement clearly].

Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you require any further information.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]