

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

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

Dear [Recipient's Name],

I am writing to recommend [Candidate's Name] for
[position/program/scholarship/etc.]. I have had the pleasure of working
with [him/her/them] for [duration] at [Company/Organization Name], where
[he/she/they] demonstrated [qualities/skills relevant to the
recommendation].

[Detailed paragraph about the candidate's strengths and achievements.]

I highly endorse [Candidate's Name] for
[position/program/scholarship/etc.], as I believe [he/she/they] will
excel and contribute positively to your [company/program].

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

Sincerely,

[Your Name]
[Your Title]
[Your Organization]