

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

Dear [Recipient Name],

I am writing to recommend [Candidate's Name] for [specific position or opportunity] at [Recipient's Company/Organization]. Having worked with [Candidate's Name] for [duration] at [Your Company/Organization], I believe they possess the skills and attributes that make them an excellent candidate.

[Paragraph 1: Describe the candidate's qualifications and experiences relevant to the position. Provide specific examples of achievements.]

[Paragraph 2: Highlight the candidate's personal qualities, work ethic, or contributions to the team. Mention how these qualities would benefit the recipient's organization.]

[Paragraph 3: Offer a strong closing statement encouraging the recipient to consider the candidate. Include your willingness to provide further information if needed.]

Thank you for considering my recommendation.

Sincerely,

[Your Name]  
[Your Job Title]