

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

[Recipient's Name]  
[Recipient's Position]  
[Recipient's Organization]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to recommend [Candidate's Name] for [specific opportunity or position]. Having worked with [him/her/them] for [duration] at [Your Organization], I have witnessed firsthand [his/her/their] exceptional qualities and contributions.

[Paragraph detailing the candidate's relevant skills, experiences, and achievements.]

[Another paragraph emphasizing unique strengths, work ethic, or character traits that make the candidate stand out.]

I am confident that [Candidate's Name] will be a valuable asset to your [team/organization]. Please feel free to contact me at [your phone number] or [your email] if you require any additional information.

Sincerely,  
[Your Name]