

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

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

Dear [Recipient's Name],

I am writing to recommend [Candidate's Name] for [specific position, opportunity, or program] at [Company/Organization Name]. I have had the pleasure of working with [Candidate's Name] for [duration of time] at [Your Organization/Institution] where [he/she/they] has served as [Candidate's Position].

During this time, I have been impressed by [his/her/their] [specific skills, qualities, and achievements]. [Provide specific examples of the candidate's contributions and accomplishments]. [Candidate's Name] excels in [mention key skills or attributes relevant to the opportunity], and has continuously demonstrated [another skill or quality]. [Add any other relevant details that support your recommendation].

I am confident that [Candidate's Name] will be a valuable asset to [Company/Organization Name] due to [his/her/their] [final positive statement about the candidate].

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

Sincerely,

[Your Name]  
[Your Position]  
[Your Organization]