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[Your Name]  
[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 [position, opportunity, or program] at [Company/Organization Name]. I have had the pleasure of working with [Candidate's Name] for [time period] in my capacity as [Your Position] at [Your Organization].

During this time, [Candidate's Name] has demonstrated [specific skills, attributes, or contributions], which I believe makes them an excellent fit for [position or opportunity]. [Provide specific examples to illustrate your points].

In addition to their skills, [Candidate's Name] is [mention personal qualities, such as work ethic, teamwork, leadership, etc.]. Their ability to [describe relevant ability or characteristic] is particularly commendable.

I am confident that [Candidate's Name] will be a valuable asset to your [team, program, etc.] and will bring [mention any additional positive impact they may have].

Thank you for considering this application. Please feel free to contact me at [your phone number] or [your email address] if you need any further information.

Sincerely,

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

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