

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

Dear [Recipient Name],

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

During this time, I was consistently impressed by [Candidate's Name]'s [specific skills, qualities, or achievements]. [He/She/They] demonstrated [examples of their skills or attributes], which contributed significantly to our team and projects.

[Additional paragraph detailing specific experiences, accomplishments, or anecdotes that highlight the candidate's qualifications.]

I am confident that [Candidate's Name] will bring the same level of dedication and excellence to [Recipient's Company/Organization]. I highly endorse [him/her/them] without reservation.

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

Sincerely,

[Your Name]
[Your Position]