

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

Dear [Recipient's Name],

I am writing to recommend [Candidate's Name] for [specific position or opportunity] at [Recipient's Company/Organization]. I have had the pleasure of working with [Candidate's Name] for [duration] at [Your Company/Organization], where they have excelled in [specific skills or projects].

During their time with us, [Candidate's Name] demonstrated [specific qualities or achievements]. They consistently [describe performance or contribution], and their expertise in [relevant skills] was invaluable to our team. I was particularly impressed by [specific example or project]. [Candidate's Name]'s ability to [relevant abilities or traits] makes them an ideal fit for [Position or Opportunity]. I have no doubt that their contributions will be significant at [Recipient's Company/Organization]. I wholeheartedly endorse [Candidate's Name] for this role and am confident that they will exceed your expectations. Please feel free to contact me at [phone number] or [email address] if you require further information.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company/Organization]