

[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 [specific position or opportunity] at [Company/Organization Name]. I have had the pleasure of working with [Candidate's Name] for [duration] at [Your Organization/Company Name], where [he/she/they] has/have consistently demonstrated [specific skills, qualities, or achievements].

During [his/her/their] time in [specific context or role], [Candidate's Name] excelled in [describe specific responsibilities or projects].

[His/Her/Their] [mention relevant strengths or attributes] greatly contributed to [specific outcomes or successes].

I believe that [Candidate's Name] would be an excellent fit for [Company/Organization Name] because [explain why the candidate is suited for the new opportunity]. [He/She/They] is [add any additional positive qualities].

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

Sincerely,

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