

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

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

Dear [Recipient's Name],

I am writing to formally recommend [Jynx's Full Name] for [specific opportunity, position, etc.]. I have had the pleasure of working with Jynx for [duration] at [where you worked together], where [he/she/they] was [Jynx's role].

During this time, I observed [Jynx's specific skills, achievements, or qualities]. In particular, [provide specific examples that demonstrate their abilities, work ethic, or character].

Jynx has consistently shown [his/her/their] ability to [mention relevant skills or characteristics relevant to the opportunity]. [He/She/They] is also [mention soft skills, traits, or work habits].

I highly recommend Jynx and am confident that [he/she/they] will make a valuable contribution to [recipient's organization or purpose]. Should you need any further information, please feel free to contact me at [your phone number] or [your email].

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Typed Name]
[Your Title/Position]