

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

Dear [Recipient Name],

I am writing to recommend [Candidate's Name] for [specific position or opportunity] at [Recipient Organization or Program]. I have known [Candidate's Name] for [duration of time] in my capacity as [Your Relationship to the Candidate] at [Your Organization].

During this time, I have been consistently impressed by [his/her/their] [specific skills, qualities, or achievements]. For example, [provide a specific instance or achievement that illustrates the candidate's qualifications].

[Additional paragraphs can expand on the candidate's strengths, character, and capabilities, providing more examples as necessary.]

I am confident that [Candidate's Name] will be an invaluable addition to your team and will contribute positively to [Recipient Organization/Program]. Please do not hesitate to reach out if you require any more information or further insights regarding [his/her/their] application.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]