

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

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

Dear [Recipient Name],

I am writing to recommend [Candidate's Name] for [specific opportunity or position] at [Recipient Organization]. I have had the pleasure of working with [Candidate's Name] for [duration of time] at [Your Organization], where [he/she/they] has consistently demonstrated [specific skills or attributes].

During [his/her/their] time with us, [Candidate's Name] [specific example of work or contributions]. [He/She/They] proved to be [describe work ethic, collaboration, leadership, etc.].

What sets [Candidate's Name] apart is [a unique trait or experience].

[He/She/They] showed [his/her/their] ability to [specific achievement or skill], which resulted in [positive outcome].

I am confident that [Candidate's Name] will bring the same level of [dedication, expertise, etc.] to [Recipient Organization] as [he/she/they] has displayed with us. I highly recommend [him/her/them] for this opportunity, and I am certain [he/she/they] will exceed your expectations.

Please feel free to contact me at [your phone number] or [your email address] if you need any more information.

Sincerely,

[Your Name]
[Your Title/Position]
[Your Organization]