

[Your Name]
[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 highly recommend [Candidate's Name] for [specific position or opportunity]. I have had the pleasure of working with [him/her/them] for [duration] at [Company/Organization Name], where [he/she/they] has consistently demonstrated [key qualities or skills]. [In this paragraph, provide specific examples of the candidate's abilities, achievements, or contributions. Highlight experiences that make them suitable for the opportunity.]

[Additionally, discuss personal attributes, such as work ethic, teamwork, and dedication, that further enhance their candidacy.]

I am confident that [Candidate's Name] would be a valuable asset to your [team/company/organization]. Please feel free to contact me at [your phone number] or [your email address] if you require any further information or insights regarding [his/her/their] qualifications.

Thank you for considering this recommendation.

Sincerely,

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