

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

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

Dear [Recipient's Name],

I am writing to recommend [Name of the individual being recommended] for [purpose of recommendation, e.g., a position, an award, a program, etc.]. I have had the pleasure of working with [him/her/them] for [duration] at [Your Organization/Company Name], where [he/she/they] has held the position of [their position or role].

Throughout [his/her/their] time with us, [Name] has demonstrated exceptional [skills/qualities related to the recommendation].

[He/She/They] consistently [specific examples of achievements or contributions].

One of the standout qualities of [Name] is [specific quality or trait], which [he/she/they] has showcased in [specific situation or project].

[Another specific example or story that highlights the individual's skills or achievements].

In conclusion, I highly recommend [Name] for [the opportunity/position].

I am confident that [he/she/they] will bring the same dedication and excellence to [Recipient's Organization/Company Name] as [he/she/they] did during [his/her/their] time with us.

Please feel free to contact me at [your phone number] or [your email address] if you have any further questions.

Sincerely,

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