

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

Dear [Recipient's Name],

I am writing to wholeheartedly recommend Karen [Last Name] for [specific opportunity, position, or program]. I have had the pleasure of working with Karen for [duration] at [Your Organization] in my capacity as [Your Position].

During this time, Karen has consistently demonstrated [specific strengths or qualities]. Her ability to [specific skills or achievements] has greatly contributed to our team's success.

One example of her exceptional work was [brief overview of a specific project or accomplishment]. This experience highlighted her [attributes such as leadership, creativity, dedication].

I am confident that Karen's skills and work ethic will make her a valuable asset to [Recipient's Organization or program]. I strongly recommend her for [specific opportunity].

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

Sincerely,

[Your Name]
[Your Position]
[Your Organization]