

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

[Recipient's Name]
[Company's Name]
[Company's Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to recommend [Candidate's Name] for [Position] at [Company's Name]. I have had the pleasure of working with [Candidate's Name] for [duration] at [Your Company/Organization Name] and can confidently speak to their skills and abilities.

[Provide a brief background of your relationship with the candidate, including your position and how you know them.]

During [his/her/their] time at [Your Company], [Candidate's Name] demonstrated [describe specific skills, contributions, and qualities that make the candidate a strong fit for the position]. [Provide examples of accomplishments or projects that highlight the candidate's strengths].

[Discuss the candidate's work ethic, teamwork, and ability to handle challenges, providing any relevant anecdotes if possible.]

I strongly believe that [Candidate's Name] will be a valuable addition to your team. [He/She/They] brings not only exceptional skills but also a positive attitude and a commitment to excellence.

Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you need further information or specifics regarding [Candidate's Name]'s qualifications.

Sincerely,

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