

[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 position, program, or opportunity] at [Recipient Organization]. I have had the pleasure of working with [Candidate's Name] for [length of time] in my capacity as [Your Position] at [Your Organization].

During this time, [Candidate's Name] has consistently demonstrated [specific skills or qualities], which I believe make them an ideal candidate for this opportunity. [Provide specific examples of achievements or contributions].

Moreover, [Candidate's Name]'s [mention another skill or quality, e.g., leadership, teamwork, communication] has significantly impacted [describe context, e.g., our team, organization, or project].

I am confident that [Candidate's Name] will bring the same dedication and excellence to [Recipient Organization]. I highly recommend them for [specific position, program, or opportunity].

Please feel free to contact me at [Phone Number] or [Email Address] should you require any further information.

Sincerely,

[Your Name]
[Your Title/Position]