

[Your Name]
[Your Position]
[Your Company/Organization]
[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 wholeheartedly recommend [Candidate's Name] for [position/program/opportunity] at [Company/Organization Name]. During my time working with [him/her/them] at [Your Company/Organization], I have been consistently impressed by [his/her/their] [mention specific qualities, skills, or experiences].

In [his/her/their] role as [Candidate's Position], [Candidate's Name] demonstrated [specific accomplishments or projects they executed].

[He/She/They] has a unique ability to [mention any relevant skills or traits], which greatly contributed to [describe impact or results].

[Add another paragraph with additional examples or stories that showcase the candidate's skills, work ethic, or character.]

I am confident that [Candidate's Name] will bring [his/her/their] exceptional skills, determination, and positive attitude to [Recipient's Company/Organization]. [He/She/They] would be a valuable asset to any team.

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

Sincerely,

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