

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

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

Dear [Recipient's Name],

I am writing to recommend [Candidate's Name] for [specific position or opportunity]. I have had the pleasure of knowing and working with [him/her/them] for [duration] at [your organization].

[Paragraph detailing the candidate's skills, experiences, and attributes. Include specific examples of their contributions or achievements.]

[Additional paragraph highlighting the candidate's strengths and why they would be a good fit for the opportunity.]

I am confident that [Candidate's Name] will make a valuable addition to your team. If you have any questions or need further information, please feel free to contact me.

Sincerely,

[Your Name]
[Your Position]
[Your Organization]
[Your Signature (if sending a hard copy)]