

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

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

Dear [Recipient's Name],

I am writing to recommend [Applicant's Name] for [position/program/etc.]. I have had the pleasure of working with [him/her/them] at [Your Company/Organization] for [duration] and have been consistently impressed with [his/her/their] professionalism and dedication.

During [his/her/their] time with us, [Applicant's Name] has [describe specific experiences, skills, or accomplishments relevant to the recommendation]. [He/She/They] has a remarkable ability to [mention qualities or skills that make the applicant a strong candidate], which I believe will greatly benefit [the recipient's organization or program]. In addition to [his/her/their] skills, [Applicant's Name] is an excellent team player and has a positive attitude that inspires those around [him/her/them]. [He/She/They] is always willing to go above and beyond to ensure the success of [his/her/their] projects and colleagues.

I am confident that [Applicant's Name] would be a valuable addition to [the recipient's organization/program], and I wholeheartedly recommend [him/her/them] for this opportunity. Please feel free to contact me at [your phone number] or [your email address] if you require any further information.

Sincerely,

[Your Name]  
[Your Job Title]  
[Your Company/Organization]  
[Your Contact Information]