

[Your Name]
[Your Title/Position]
[Your Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

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

Dear [Recipient's Name],

I am writing to recommend [Candidate's Name] for [specific position or opportunity] at [Organization Name]. I have had the pleasure of working with [Candidate's Name] for [duration] at [Your Organization], where [he/she/they] has consistently demonstrated exceptional skills and a strong work ethic.

During [his/her/their] time with us, [Candidate's Name] has [mention specific achievements, responsibilities, or projects]. [He/She/They] has a remarkable ability to [specific skills or traits relevant to the new opportunity], which has greatly contributed to our team's success.

One of the qualities I admire most about [Candidate's Name] is [his/her/their] [mention a personal attribute, e.g., dedication, creativity, leadership]. [Provide an example that illustrates this quality]. This experience speaks volumes about [his/her/their] capability to thrive in [specific environments or situations].

I am confident that [Candidate's Name] will bring the same level of passion and excellence to [New Opportunity] as [he/she/they] has shown here. I wholeheartedly recommend [him/her/them] without reservation. Please feel free to contact me at [your phone number] or [your email] if you require any further information.

Sincerely,

[Your Name]
[Your Title/Position]
[Your Organization]