

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

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

Dear [Recipient's Name],

I am writing to wholeheartedly recommend [Candidate's Name] for [position, program, or opportunity] at [Organization or Institution]. I have had the pleasure of working with [Candidate's Name] for [duration] at [Your Organization], where they have consistently demonstrated [skills, qualities, and strengths].

[Provide specific examples of accomplishments, contributions, or projects led by the candidate that highlight their abilities.]

Through their work on [specific project or task], [Candidate's Name] showcased their [specific skill or trait], which significantly [describe the impact of their work]. Their ability to [another skill or quality] sets them apart and makes them a valuable asset to any team.

Furthermore, [Candidate's Name] is known for their [mention personal attributes like leadership, teamwork, dedication, etc.], making them a pleasure to work with. They continually seek opportunities for improvement and are always willing to lend a helping hand to their colleagues.

I am confident that [Candidate's Name] will excel in [the position or opportunity they are applying for] and will bring the same dedication and drive they have shown during their time at [Your Organization].

Please feel free to contact me at [your phone number] or [your email] if you have any questions or need further information.

Sincerely,

[Your Name]
[Your Position]