

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

Dear [Recipient Name],

I am writing to recommend [Individual's Name] for [specific role or purpose] at [Recipient Organization]. During [his/her/their] time at [Your Organization], [Individual's Name] has demonstrated exceptional skills in [specific skills or attributes].

[Describe the individual's contributions, accomplishments, and strengths, providing specific examples where applicable].

I firmly believe that [Individual's Name] would be a valuable addition to your team at [Recipient Organization]. If you have any further questions or require additional information, please feel free to contact me.

Sincerely,

[Your Name]
[Your Position]