

[Your Name]  
[Your Title]  
[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, program, etc.]. I have had the pleasure of knowing and working with [Candidate's Name] for [duration] at [Your Organization], where they have demonstrated [briefly describe qualities or skills]. During [his/her/their] time with us, [he/she/they] [describe key responsibilities, achievements, or projects the candidate was involved in]. [Give specific examples of how the candidate excelled and contributed positively].

[Candidate's Name] is [list additional attributes such as hardworking, dedicated, innovative] and is always willing to [mention any qualities that stand out, such as taking initiative, helping others, etc.]. I am confident that [he/she/they] will continue to excel and bring value to [Recipient's Organization or specific program].

Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you require any further information or specific examples of [Candidate's Name]'s work.

Sincerely,

[Your Name]  
[Your Title]  
[Your Organization]