

[Your Name]
[Your Position]
[Your Company/Organization]
[Address]
[City, Postal Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Company/Organization Name]
[Address]
[City, Postal Code]

Dear [Recipient's Name],

I am writing to wholeheartedly recommend [Candidate's Name] for [specific position or opportunity] at [Recipient's Company/Organization]. I have had the pleasure of working with [him/her/them] for [duration] at [Your Company/Organization] where [he/she/they] held the position of [Candidate's Position].

[In this paragraph, provide specific details about the candidate's skills, contributions, and character. Use examples to illustrate why they are a strong fit for the opportunity they are pursuing.]

[In another paragraph, discuss the candidate's achievements, work ethic, and interpersonal skills that make them stand out. Mention any relevant projects or teamwork experiences they have participated in.]

I am confident that [Candidate's Name] will bring the same dedication and excellence to [Recipient's Company/Organization] as [he/she/they] has demonstrated during our time together. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you have any questions or require further information.

Thank you for considering this recommendation.

Sincerely,

[Your Signature (if submitting a hard copy)]
[Your Printed Name]
[Your Position]
[Your Company/Organization]