

[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 recommend [Candidate's Name] for [specific position or opportunity] at [Recipient's Organization]. I have had the pleasure of working with [Candidate's Name] for [duration] at [Your Organization], where they held the role of [Candidate's Position].

[In this paragraph, provide details about the candidate's qualifications, skills, and accomplishments that make them suitable for the position. Include specific examples where possible.]

[In this paragraph, discuss the candidate's personal attributes, work ethic, and how they interact with colleagues and clients. Highlight any relevant experiences that showcase their character and professionalism.]

I am confident that [Candidate's Name] will be an asset to your team and will contribute positively to [Recipient's Organization]. I strongly recommend them without reservation.

Should you require any further information or wish to discuss [Candidate's Name] in more detail, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]