

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

Dear [Recipient Name],

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

During this time, [Candidate's Name] has consistently demonstrated [specific skills/qualities], excelling in [specific tasks or projects]. Their ability to [describe relevant abilities or traits] is particularly notable. For instance, [provide a specific example or achievement that highlights these traits].

[Candidate's Name] is a [mention personality traits, work ethic, or professional demeanor]. Their [mention any relevant soft skills, such as teamwork, communication, etc.] has made a significant positive impact on our team. I am confident that they will bring the same level of dedication and excellence to [Recipient's Organization].

I strongly endorse [Candidate's Name] for [opportunity], and I am certain they will exceed your expectations and contribute positively. If you would like to discuss this recommendation further, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]  
[Your Position]  
[Your Organization]