

[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 [he/she/they] has excelled in [specific areas or skills].

During [his/her/their] time here, [Candidate's Name] has demonstrated exceptional skills in [mention specific skills or accomplishments], which greatly benefited our team and projects. [He/She/They] possesses a strong ability to [describe relevant abilities or traits] that will undoubtedly contribute to [Recipient's Organization].

I believe [Candidate's Name] would be a valuable addition to your team, and I strongly recommend [him/her/them] for the [specific position].

Please feel free to contact me at [your phone number] or [your email] if you require any further information.

Sincerely,

[Your Name]
[Your Position]