

[Your Name]
[Your Position]
[Your Company/Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Recipient's Company/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 Company/Organization]. I have had the pleasure of working with [Candidate's Name] for [duration] at [Your Company/Organization], where [he/she/they] served as [Candidate's Position].

During this time, [Candidate's Name] demonstrated exceptional skills in [mention relevant skills or experiences], consistently delivering high-quality results and exceeding our expectations. [He/She/They] possesses a strong ability to [specific quality or skill relevant to the LFC].

In addition to [his/her/their] technical abilities, [Candidate's Name] is [mention a personal trait such as teamwork, leadership, etc.], making [him/her/them] an invaluable asset to any team. [Provide a specific example of a project or achievement that highlights these qualities.]

I firmly believe that [Candidate's Name] would be an excellent fit for [specific position or opportunity], and [he/she/they] will bring [his/her/their] unique talents and dedication to [Recipient's Company/Organization].

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

Sincerely,

[Your Name]
[Your Position]