

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

Dear [Recipient's Name],

I am writing to recommend [Candidate's Name] for the [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] has served as [Candidate's Position].

During [his/her/their] time with us, [Candidate's Name] has consistently demonstrated [specific skills or qualities relevant to the opportunity]. One notable project was [describe a project or situation where the candidate excelled], which resulted in [outcome].

[Candidate's Name] possesses excellent [mention specific skills or attributes], which I believe will greatly benefit [Recipient's Company/Organization]. [He/She/They] is not only a quick learner but also highly dedicated to [his/her/their] work, often going above and beyond to achieve outstanding results.

I firmly believe that [Candidate's Name] would be a valuable addition to your team. Please feel free to contact me at [your phone number] or [your email address] for any further information or clarification.

Sincerely,

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