

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

[Recipient Name]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to recommend [Applicant's Name] for the [specific position or program] at [Company/Organization Name]. I have had the pleasure of working with [him/her/them] for [duration] at [Your Organization or Context], where [he/she/they] has demonstrated exceptional skills and qualities.

During [his/her/their] time with us, [Applicant's Name] showcased [specific skills or achievements relevant to the position]. [Provide examples or anecdotes that illustrate the applicant's abilities and character].

[His/Her/Their] ability to [mention any relevant personal qualities or professional skills, such as teamwork, leadership, problem-solving, etc.] makes [Applicant's Name] an ideal candidate for this opportunity. I am confident that [he/she/they] will contribute positively to [Company/Organization Name] and excel in [specific role or program]. Please feel free to contact me at [your phone number] or [your email address] if you have any further questions or require additional information about [Applicant's Name].

Thank you for considering this recommendation.

Sincerely,

[Your Name]
[Your Position/Title]
[Your Organization]