

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

Dear [Recipient Name],

I am writing to wholeheartedly recommend [Applicant's Name] for [specific position or opportunity] at [Recipient Company/Organization]. I have had the pleasure of working with [Applicant's Name] for [duration] at [Your Company/Organization], where [he/she/they] held the position of [Applicant's Job Title].

During this time, [Applicant's Name] consistently demonstrated [his/her/their] exceptional [skills/qualities relevant to the position]. [He/She/They] excelled in [specific task or project], showcasing [his/her/their] ability to [specific skill or achievement]. One instance that stands out is [briefly describe a specific example or accomplishment].

[Applicant's Name] is not only hardworking and dedicated but also a pleasure to work with. [His/Her/Their] ability to [mention interpersonal skills or teamwork] has made a significant positive impact on our team. I am confident that [Applicant's Name] will bring the same level of dedication and professionalism to [Recipient Company/Organization]. I highly recommend [him/her/them] without reservation.

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

Sincerely,

[Your Name]
[Your Position]
[Your Company/Organization]