

[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 [Candidate's Name] for [specific position or opportunity] at [Recipient Company/Organization]. I have had the pleasure of knowing and working with [Candidate's Name] for [duration] in my capacity as [Your Position] at [Your Company/Organization]. During this time, I have been consistently impressed with their [specific skills or attributes].

[Provide specific examples of the candidate's work, achievements, or qualities that demonstrate their skills and character].

In addition to their professional skills, [Candidate's Name] possesses [mention soft skills, work ethic, or interpersonal qualities]. Their ability to [specific example] has proven invaluable, particularly in [context or situation].

I am confident that [Candidate's Name] will bring the same dedication and excellence to [Recipient Company/Organization] as they have demonstrated with us. I wholeheartedly endorse them for this opportunity.

If you have any further questions or need additional information, please feel free to contact me at [your phone number] or [your email address].

Sincerely,

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