

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

[Recipient's Name]  
[Recipient's Position]  
[Company/Organization Name]  
[Address]  
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to recommend [Candidate's Name] for [specific position, program, or opportunity]. I have had the pleasure of working with [him/her/them] for [duration] at [Your Company/Organization], where [he/she/they] held the position of [Candidate's Position].

During that time, I was consistently impressed by [his/her/their] [mention specific skills, qualities, and accomplishments]. [Provide specific examples that illustrate these skills or qualities.]

[Candidate's Name] is not only a [positive adjective] professional but also a [mention any personal traits]. These attributes have made a significant positive impact on our team and projects.

I firmly believe that [Candidate's Name] will be a tremendous asset to your [organization/team]. [He/She/They] have my highest recommendation, and I am confident that [he/she/they] will excel in [specific position or situation].

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

Sincerely,

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