

Subject: Recommendation for [Recipient's Name]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to wholeheartedly recommend [Candidate's Name] for [position or opportunity].

1. **\*\*Introduction\*\***

- Briefly introduce yourself and your relationship with the candidate.
- State the purpose of the recommendation.

2. **\*\*Qualifications\*\***

- Highlight the candidate's skills and qualifications.
- Use specific examples to demonstrate their abilities.

3. **\*\*Work Ethic\*\***

- Discuss the candidate's work ethic and attitude.
- Mention any relevant experiences that showcase their dedication.

4. **\*\*Impact\*\***

- Explain how the candidate has positively impacted previous teams or projects.
- Share metrics or outcomes if applicable.

5. **\*\*Conclusion\*\***

- Reiterate your strong endorsement.
- Offer to provide further information if needed.

Thank you for considering this recommendation.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]

[Your Organization]