

[Your Name]
[Your Address]
[City, Postal Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Company/Organization Name]
[Company Address]
[City, Postal Code]

Dear [Recipient's Name],

I am writing to recommend [Candidate's Name] for [position/program/opportunity] at [Company/Organization Name]. I have had the pleasure of knowing and working with [Candidate's Name] for [duration] in my capacity as [your position] at [your organization]. During this time, I have been continually impressed with [Candidate's Name]'s [specific skills/qualities, e.g., dedication, creativity, leadership abilities]. For example, [briefly describe a relevant achievement or contribution]. This accomplishment is a testament to their [mention qualities like work ethic, commitment, ability to collaborate]. I believe that [Candidate's Name]'s skills and experiences make them an excellent fit for [position/program]. They bring [mention specific strengths or experiences relevant to the opportunity], which I have no doubt will contribute positively to [Company/Organization Name]. In conclusion, I highly recommend [Candidate's Name] for [position/program]. I am confident they will make a valuable addition to your team.

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

Sincerely,

[Your Name]
[Your Job Title]
[Your Organization]