

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

[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to recommend [Employee's Name] for [specific position, program, etc.]. During the time I worked with [him/her/them] at [Company/Organization], I was consistently impressed with [his/her/their] [mention key qualities: work ethic, skills, achievements].

[Provide specific examples of contributions or projects that highlight the candidate's strengths.]

[Employee's Name] has always shown an eagerness to learn and improve.

[He/She/They] not only possesses the necessary skills for the role but also brings a positive attitude that inspires those around [him/her/them].

I wholeheartedly recommend [Employee's Name] for [position/program] and believe that [he/she/they] will be a valuable asset to your team.

Sincerely,

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