

[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 wholeheartedly recommend [Candidate's Name] for [position/role] at [Company/Organization Name]. I have had the pleasure of working with [him/her/them] for [duration] at [Your Company/Organization Name], where [he/she/they] has excelled in [specific skills or responsibilities].

During [his/her/their] time with us, [Candidate's Name] demonstrated [specific qualities or achievements]. [He/She/They] consistently [describe key contributions or special projects]. [His/Her/Their] ability to [specific skills] really sets [him/her/them] apart.

I am confident that [Candidate's Name] will bring the same [qualities/attributes] to [Company/Organization Name] and will be a tremendous asset to your team. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you have any questions or need further information.

Sincerely,

[Your Name]  
[Your Job Title]  
[Your Company/Organization Name]