

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

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

Dear [Recipient's Name],

I am writing to recommend [Candidate's Name] for [position, opportunity, etc.]. I have had the pleasure of working with [him/her/them] for [duration] in my capacity as [your position] at [your organization]. [Give a brief description of your relationship with the candidate and how you know them.]

Throughout our collaboration, [Candidate's Name] has consistently shown [his/her/their] [mention specific qualities, skills, or experiences that make the candidate a strong fit for the position]. [Provide specific examples of their accomplishments or contributions.]

I am confident that [Candidate's Name]'s [skills, traits, etc.] will make [him/her/them] a valuable addition to your [team, organization, etc.]. Should you have any questions or need further information, please feel free to contact me at [your phone number] or [your email address].

Thank you for considering this recommendation.

Sincerely,

[Your Name]
[Your Position]
[Your Organization]