

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

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

Dear [Recipient's Name],

I am writing to wholeheartedly recommend [Candidate's Name] for [specific opportunity] in Oakland. Having worked with [him/her/them] for [duration of time] at [Your Organization/Institution], I have witnessed [his/her/their] exceptional [qualities/skills relevant to the opportunity].

[Paragraph 1: Describe the candidate's qualifications and skills, providing specific examples that illustrate their abilities and contributions. Mention how these are relevant to the opportunity in Oakland.]

[Paragraph 2: Highlight any specific projects, achievements, or experiences that showcase the candidate's capabilities. Discuss their work ethic, teamwork, leadership, or any standout traits that make them suitable.]

[Paragraph 3: Emphasize the candidate's fit for the Oakland community or organization. This could include their passion for local initiatives, knowledge of the area, or commitment to specific values that resonate with the recipient's organization.]

I am confident that [Candidate's Name] will bring [his/her/their] [adjective] approach and dedication to [Recipient's Organization/Opportunity] and will be a valuable asset to the team. I highly recommend [him/her/them] without reservation.

Please feel free to contact me at [your phone number] or [your email address] if you require any further information or insights regarding [Candidate's Name].

Sincerely,
[Your Name]
[Your Position]