

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

[Recipient Name]
[Recipient Position]
[Recipient Company]
[Recipient Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to highly recommend [Candidate's Name] for the [Job Title] position at [Company Name]. I have had the pleasure of working with [Candidate's Name] for [Duration] at [Your Company/Organization], where they served as [Candidate's Position].

During this time, [Candidate's Name] consistently demonstrated exceptional skills in [specific skills or traits relevant to the position], as well as a strong work ethic and a dedication to achieving results. [Provide a specific example of a project or achievement that highlights the candidate's qualifications].

I am confident that [Candidate's Name] will be a valuable asset to your team at [Company Name]. They possess excellent [additional qualities or skills that pertain to the new position], and I have no doubt that they will make a positive impact on your organization.

Please feel free to reach out to me at [Your Phone Number] or [Your Email Address] should you require any further information or insight regarding [Candidate's Name].

Thank you for considering this recommendation.

Sincerely,
[Your Name]
[Your Position]