

[Your Name]
[Your Title]
[Your Company/Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am pleased to recommend [Candidate's Name] for the position of [Job Title] at [Company/Organization 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, I was consistently impressed by [his/her/their] professionalism, expertise, and ability to handle [specific tasks or responsibilities]. [Candidate's Name] demonstrated exceptional skills in [describe relevant skills or experiences], which greatly contributed to the success of our team.

One of the most remarkable projects [he/she/they] worked on was [specific project or achievement], where [he/she/they] [explain the contribution and outcome]. This experience showcased [his/her/their] ability to [describe skills related to the job].

In addition to [his/her/their] technical skills, [Candidate's Name] is a fantastic team player. [He/She/They] fosters a positive work environment and collaborates well with others. [He/She/They] is always willing to help teammates and shares knowledge generously.

I am confident that [Candidate's Name] will bring the same dedication and excellence to [Company/Organization Name] as [he/she/they] has shown at [Your Company/Organization]. [He/She/They] will be an asset to your team, and I highly recommend [him/her/them] for the position.

Thank you for considering this application. Please feel free to contact me at [Your Phone Number] or [Your Email] if you have any questions or need further information.

Sincerely,

[Your Name]
[Your Title]