

[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 highly recommend [Candidate's Name] for a position in occupational therapy. I have had the pleasure of working with [Candidate's Name] for [duration of time] at [Your Organization/Institution] where they served as [Candidate's Position/Role].

During this time, I observed [his/her/their] exceptional skills in [specific skills or qualities related to occupational therapy], as well as [his/her/their] compassionate approach towards clients. [He/She/They] consistently demonstrated a strong understanding of [relevant occupational therapy concepts or techniques].

One of [Candidate's Name]'s most significant contributions was [provide specific example of a project, situation, or success pertaining to occupational therapy]. This experience highlighted [his/her/their] ability to [describe relevant skills], which I believe will make [him/her/them] an invaluable asset to your team.

Furthermore, [he/she/they] possesses excellent interpersonal skills that foster positive relationships with both clients and colleagues.

[Candidate's Name] is dedicated to helping individuals achieve their personal goals, and [his/her/their] enthusiasm for occupational therapy is evident in every task [he/she/they] undertakes.

I wholeheartedly endorse [Candidate's Name] for this opportunity and am confident that [he/she/they] will excel and contribute significantly to your organization. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you require any further information.

Sincerely,

[Your Name]
[Your Position]