

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

Dear [Recipient Name],

I am writing to wholeheartedly recommend [Colleague's Name] for [specific position or opportunity]. I have had the pleasure of working with [him/her/them] at [Your Company] for [duration] in [specific capacity or role].

During this time, [Colleague's Name] has consistently demonstrated [his/her/their] [specific skills or qualities relevant to the position], which greatly contributed to our team's success in [specific project or achievement]. [He/She/They] possesses a unique ability to [describe a relevant ability or trait], and is always willing to go the extra mile to achieve our goals.

[Provide specific example or anecdote illustrating the colleague's skills, work ethic, or contributions.]

I am confident that [Colleague's Name] will bring the same dedication and expertise to [Recipient Company/Organization] as [he/she/they] has shown at [Your Company]. [He/She/They] would be a tremendous asset to your team, and I fully support [his/her/their] application.

Please feel free to contact me if you require any further information or specific examples regarding [Colleague's Name]'s qualifications and contributions.

Sincerely,

[Your Name]  
[Your Position]