

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

Dear [Recipient's Name],

I am writing to recommend [Candidate's Name] for [specific position or opportunity]. I have had the pleasure of working with [him/her/them] for [duration] at [Your Organization/Company], where [he/she/they] served as [Candidate's Position].

During [his/her/their] time with us, [Candidate's Name] demonstrated exceptional [skills/qualities], particularly in [specific examples of skills]. [He/She/They] was responsible for [specific responsibilities], and consistently delivered outstanding results.

One of the most impressive projects [he/she/they] undertook was [describe a significant project or achievement]. This project displayed [his/her/their] ability to [specific skills], and contributed significantly to [describe the impact].

In addition to [his/her/their] technical skills, [Candidate's Name] is a natural team player who promotes a collaborative atmosphere.

[He/She/They] is highly respected by peers and colleagues, and [his/her/their] positive attitude and dedication inspire those around [him/her/them].

I am confident that [Candidate's Name] will bring the same level of commitment and excellence to [new position or opportunity]. I highly recommend [him/her/them] without reservation.

Please feel free to contact me at [your phone number] or [your email] if you need any further information or specific examples.

Sincerely,

[Your Name]
[Your Title/Position]
[Your Organization/Company]