

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

Dear [Recipient Name],

I am writing to recommend [Candidate's Name] for [specific position, program, or opportunity] at [Recipient Organization/Company]. I have had the pleasure of working with [Candidate's Name] for [duration] in my capacity as [Your Position] at [Your Organization/Company].

During this time, I have observed [his/her/their] [specific skills, qualities, and contributions] in [specific projects or responsibilities]. [Candidate's Name] has demonstrated [mention key attributes such as leadership, teamwork, problem-solving abilities, etc.], making [him/her/them] a valuable asset to our team.

One of [his/her/their] notable accomplishments includes [specific example or achievement]. This not only highlights [his/her/their] ability to [specific skill], but also [mention how it benefited the organization].

I am confident that [Candidate's Name] will bring the same level of dedication, creativity, and professionalism to [Recipient Organization/Company]. [He/She/They] would be a tremendous addition to your team.

Please feel free to contact me at [Your Phone Number] or [Your Email] if you have any further questions or require additional information.

Sincerely,

[Your Name]
[Your Position]