

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

Dear [Recipient's Name],

I am writing to recommend [Applicant's Name] for the position of [Job Title] at OHIP. I have had the pleasure of working with [Applicant's Name] for [duration] at [Company/Organization Name], where they served as [Applicant's Position].

During this time, [Applicant's Name] consistently exhibited exceptional skills in [specific skills or areas related to the job]. Their ability to [specific example of relevant experience or achievement] demonstrated their commitment and expertise in [relevant field/area]. [He/She/They] excels at [give another example of a skill or attribute], which I believe would be a valuable asset to your team.

[Applicant's Name] is also known for [mention any personal qualities, work ethic, or attitude], making them a pleasure to work with.

[He/She/They] effectively collaborated with colleagues and built strong relationships with clients, which is crucial for success in OHIP's environment.

I am confident that [Applicant's Name] will bring the same level of dedication and excellence to OHIP as [he/she/they] has demonstrated in our organization. Should you have any questions or require further information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for considering this application.

Sincerely,

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