

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Date]  
[Recipient Name]  
[Title]  
[Organization Name]  
[Organization Address]  
[City, State, Zip Code]

Dear [Recipient Name],

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

During our time together, I was consistently impressed by [his/her/their] [specific skills or traits related to the job, e.g., professionalism, dedication, expertise in specific areas relevant to OHIP]. [Candidate's Name] displayed a strong commitment to [mention any relevant projects or responsibilities] and demonstrated exceptional [mention skills like communication, teamwork, problem-solving, etc.].

One of the key achievements I observed was [describe a specific project or accomplishment that highlights the candidate's qualifications]. This experience showed [Candidate's Name]'s ability to [mention relevant abilities or skills].

I am confident that [Candidate's Name] will bring the same level of commitment and skill to your team at OHIP. [He/She/They] would be a valuable asset due to [briefly reiterate their key qualifications]. Please feel free to contact me at [your phone number] or [your email address] should you require any further information or specific examples of [Candidate's Name]'s work.

Thank you for considering this application.

Sincerely,

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