

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

Dear [Recipient's Name],

I am writing to recommend [Candidate's Name] for the [specific position] at OHIP. Having worked closely with [him/her/them] for [duration] at [Your Organization], I have witnessed [his/her/their] exceptional skills and dedication firsthand.

During [his/her/their] time with us, [Candidate's Name] demonstrated [mention specific skills, qualities, or achievements relevant to the OHIP position]. [He/She/They] consistently delivered high-quality results, showcasing [his/her/their] ability to [mention relevant abilities or experiences].

[Provide specific examples of contributions made by the candidate and how they relate to the OHIP position.]

I sincerely believe that [Candidate's Name] would be a valuable asset to your team. [His/Her/Their] commitment to [mention relevant values or goals related to the OHIP position] aligns perfectly with the vision of OHIP.

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

Thank you for considering this recommendation.

Sincerely,

[Your Name]  
[Your Position]