

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

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

Dear [Recipient's Name],

I am writing to highly recommend [Candidate's Name] for [specific position or opportunity]. I have had the pleasure of knowing [him/her/them] for [duration] and can confidently attest to [his/her/their] skills and dedication.

During our time together at [Organization/Institution], [Candidate's Name] demonstrated exceptional [skills or attributes, e.g., leadership, communication, technical skills]. [He/She/They] consistently showed a strong work ethic and a commitment to achieving [specific goals or projects].

One of the standout projects [he/she/they] worked on was [describe project or accomplishment], which [explain impact or result]. This experience showcased [his/her/their] ability to [related skill].

I am confident that [Candidate's Name] will bring the same level of enthusiasm and professionalism to [New Opportunity/Position].

[He/She/They] would be an invaluable asset to your team.

If you have any further questions, please feel free to contact me at [your phone number or email address].

Sincerely,

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