

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

[Recipient's Name]
[Recipient's Position]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to recommend [Candidate's Name] for [position, opportunity, etc.]. I have had the pleasure of working with [him/her/them] for [duration] at [Your Company/Organization Name], where [he/she/they] served as [Candidate's Position].

During this time, [Candidate's Name] demonstrated exceptional [skills/traits/qualities relevant to the position]. [He/She/They] [provide specific examples of achievements or contributions]. [Include additional information or anecdotes that showcase the candidate's qualifications and character].

I am confident that [Candidate's Name] would be a valuable asset to your team, and I wholeheartedly recommend [him/her/them] for [position].

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

Sincerely,

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