

[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 [Candidate's Name] for the position of [Position] at [Company/Organization]. I have had the pleasure of working with [Candidate] for [duration] as [his/her/their] [relationship to candidate: e.g., supervisor, professor].

During this time, I have been impressed by [his/her/their] [skills/qualities relevant to the position]. Specifically, [provide specific examples of the candidate's abilities and accomplishments].

[Candidate's Name] has also demonstrated [additional skills or qualities], which I believe will make [him/her/them] a valuable asset to your team. [Include any relevant achievements or experiences].

I strongly recommend [Candidate's Name] for this opportunity. I am confident that [he/she/they] will exceed your expectations and contribute positively to your organization.

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

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Job Title]