

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

[Recipient's Name]
[Recipient's Title]
[Company Name]
[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to express my support for [Candidate's Name] as they pursue the [Job Title] position at [Company Name]. I had the pleasure of working with [Candidate's Name] for [Duration] at [Your Company/Organization], where we [describe your working relationship or context].

During this time, I was consistently impressed with [his/her/their] [mention specific skills, attributes, or accomplishments relevant to the job]. [Include a brief example or anecdote that highlights the candidate's strengths and abilities.]

In addition to [his/her/their] professional skills, [Candidate's Name] is also a [mention any soft skills or character traits, such as teamwork, leadership, etc.]. [Provide an example that illustrates these qualities.]

I wholeheartedly recommend [Candidate's Name] for the position at [Company Name]. I am confident that [he/she/they] will make a positive contribution to your team. Please feel free to contact me at [your phone number] or [your email address] if you have any further questions.

Thank you for considering this recommendation.

Sincerely,

[Your Name]
[Your Title/Position]