

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

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

Dear [Recipient's Name],

I am writing to highly recommend [Candidate's Name] for [the position, opportunity, etc.]. I have had the pleasure of [working with/knowing] [Candidate's Name] for [duration] in my capacity as [your relationship to the candidate].

During this time, I have been continually impressed by [his/her/their] [specific skills, qualities, or accomplishments]. [Provide specific examples that highlight the candidate's strengths].

[Candidate's Name] is not only [mention a personal quality, e.g., dedicated, enthusiastic], but [he/she/they] also possesses the ability to [specific ability or trait relevant to the opportunity]. I am confident that [he/she/they] will bring [his/her/their] unique talents and great attitude to [the position, program, etc.].

I wholeheartedly endorse [Candidate's Name] for [the opportunity] and believe [he/she/they] would be a valuable asset to [the recipient's organization or team]. Please feel free to contact me at [your phone number] or [your email] if you have any further questions.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Title/Position]
[Your Company/Organization (if applicable)]