

[Your Name]  
[Your Position]  
[Your Organization]  
[Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Position]  
[Recipient's Organization]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to recommend [Candidate's Name] for [specific position or opportunity] at [Organization Name].

I have had the pleasure of working with [Candidate's Name] for [duration] at [Your Organization], where [he/she/they] served as [Candidate's Position]. During this time, [Candidate's Name] demonstrated exceptional skills in [specific skills or attributes] and consistently contributed to [specific projects or outcomes].

One of the standout qualities of [Candidate's Name] is [specific example or trait], which [he/she/they] showcased while [specific project or situation]. This not only highlighted [his/her/their] capabilities but also [result or impact].

I believe that [Candidate's Name] would be a valuable addition to your team at [Organization Name] and would excel in the role of [specific position]. [He/She/They] possess[es] a unique combination of [mention skills or characteristics relevant to the new opportunity].

In conclusion, I wholeheartedly recommend [Candidate's Name] for [specific position]. If you have any further questions or would like to discuss [his/her/their] qualifications in more detail, please feel free to reach out to me.

Sincerely,

[Your Name]  
[Your Position]  
[Your Organization]