

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

[Employer's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Employer's Name],
I am writing to recommend [Candidate's Name] for the position of [Job Title] at [Company's Name]. I have had the pleasure of working with [Candidate's Name] for [duration] at [Your Company/Institution's Name], where [he/she/they] has consistently demonstrated [his/her/their] exceptional skills and dedication.

During [his/her/their] time in the role of [Candidate's Job Title/Position], [he/she/they] was responsible for [briefly describe responsibilities or projects]. [Candidate's Name] has shown [traits or skills that stand out, e.g., leadership, creativity, teamwork] and has made significant contributions to our team, such as [specific achievements or outcomes].

[Include a personal anecdote or specific example that highlights the candidate's skills and character.]

I am confident that [Candidate's Name]'s [skill/trait] and [his/her/their] ability to [specific ability relevant to the job] will make [him/her/them] a valuable asset to your team. I highly recommend [Candidate's Name] for the [Job Title] position at [Company's Name] without reservation.

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

Sincerely,
[Your Name]
[Your Job Title]
[Your Company]