

[Your Name]
[Your Position]
[Your Organization]
[Your Contact Information]
[Date]
To Whom It May Concern,
I am writing to wholeheartedly recommend **[Candidate's Name]** for
[Specify Opportunity/Program/Position]. I have had the pleasure of
working with **[Candidate's Name]** for **[Duration]** at **[Your
Organization]**, where they served as **[Candidate's Position]**.
During this time, I have been continually impressed by
[his/her/their] exceptional skills in **[Key Skill/Attribute]**,
particularly in **[Specific Example or Achievement]**. **[Candidate's
Name]** has shown a remarkable ability to **[Second Key
Skill/Attribute]**, which has greatly contributed to our team's success.
[His/Her/Their] work ethic and commitment to excellence are
unmatched. **[Candidate's Name]** has a natural ability to **[Third Key
Skill/Attribute]**, making **[him/her/them]** an invaluable asset to any
team. One instance that stands out was when **[Specific Situation or
Project]**, where **[he/she/they]** demonstrated **[Qualities or
Results]**.
I am confident that **[Candidate's Name]** will bring the same level of
dedication and skill to **[New Role/Opportunity]** as **[he/she/they]**
did here at **[Your Organization]**. I highly recommend
[him/her/them] without reservation.
Thank you for considering this recommendation.
Sincerely,
[Your Name]
[Your Position]
[Your Organization]