

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

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

Dear [Recipient's Name],

I am writing to highly recommend [Candidate's Name] for [specific position or opportunity]. During the time I have known [him/her/them], [he/she/they] has demonstrated remarkable [skills/qualities], particularly in [specific areas/attributes].

[Paragraph detailing specific examples of achievements or contributions.]

In addition to [his/her/their] professional competencies, [Candidate's Name] possesses [personal qualities, such as leadership, teamwork, etc.].

[Example of how these qualities were exhibited.]

I am confident that [Candidate's Name] will bring the same level of excellence to your team. Should you need any more information, feel free to contact me at [your phone number] or [your email address].

Sincerely,

[Your Name]

[Your Job Title/Position]

[Your Company/Organization Name] (if applicable)