

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

[Recipient's Name]  
[Recipient's Title]  
[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/Company]. I have had the pleasure of working with [him/her/them] for [duration] at [Your Organization/Company], where I serve as [Your Position]. During this time, I have been consistently impressed with [Candidate's Name]'s [specific qualities or skills].

[In this paragraph, provide specific examples of the candidate's accomplishments, skills, and character traits relevant to the position they are applying for. Include any noteworthy projects or contributions they have made.]

[In this paragraph, elaborate on the candidate's interpersonal skills, work ethic, and ability to collaborate with others. Highlight any leadership qualities if applicable.]

I strongly believe that [Candidate's Name] would be an excellent fit for [Organization/Company] and would make significant contributions to your team. I highly recommend [him/her/them] without reservation.

Please feel free to contact me at [your phone number] or [your email address] should you require any further information.

Sincerely,

[Your Name]  
[Your Title]  
[Your Organization]