

[Your Name]  
[Your Title]  
[Your Company/Institution]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient Name]  
[Recipient Title]  
[Recipient Company/Institution]  
[Recipient Address]  
[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to wholeheartedly recommend [Candidate's Name] for [specific position or opportunity] at [Recipient's Company/Institution]. I have had the pleasure of working with [Candidate's Name] for [duration] as [his/her/their] [your relationship to the candidate, e.g., supervisor, professor, colleague] at [Your Company/Institution].

During this time, [Candidate's Name] consistently demonstrated exceptional skills in [mention relevant skills or attributes].

[He/She/They] [briefly describe a specific project or achievement that showcases these skills].

[Candidate's Name] possesses [characteristics or qualities that make them stand out, such as leadership, teamwork, creativity], which I believe would greatly benefit [Recipient's Company/Institution]. Additionally, [he/she/they] is always eager to learn and take on new challenges, showcasing [his/her/their] commitment to personal and professional growth.

I am confident that [Candidate's Name] will bring the same dedication and enthusiasm to [Recipient's Company/Institution] as [he/she/they] has in [his/her/their] role at [Your Company/Institution]. I highly recommend [him/her/them] without reservation.

If you have any further questions or would like to discuss [Candidate's Name]'s qualifications in more detail, please do not hesitate to contact me.

Sincerely,

[Your Name]  
[Your Title]  
[Your Company/Institution]