

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

[Recipient's Name]  
[Recipient's Position]  
[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 [Recipient's Organization]. I have had the pleasure of working with [Candidate's Name] for [duration] in my capacity as [Your Position] at [Your Organization], where [he/she/they] has consistently demonstrated [skill, quality, or achievement relevant to the position].

[In this paragraph, provide specific examples of the candidate's qualifications, accomplishments, and contributions to your organization. Mention relevant skills and experiences that make them stand out.]

[Continue with additional examples or details that support your recommendation of the candidate, focusing on their strengths and how they will be an asset to the recipient's organization.]

In summary, I strongly endorse [Candidate's Name] for [specific position or opportunity]. I am confident that [he/she/they] will exceed your expectations and contribute positively to your team.

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

Sincerely,

[Your Name]  
[Your Position]  
[Your Organization]