

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

Dear [Recipient Name],

I am writing to recommend [Candidate's Name] for [specific position or opportunity] at [Recipient's Company/Organization]. I have had the pleasure of working with [Candidate's Name] for [duration] at [Your Company/Organization], where [he/she/they] served as [Candidate's Position].

During [his/her/their] time with us, [Candidate's Name] demonstrated [specific skills, attributes, or accomplishments relevant to the position]. For instance, [provide specific example or anecdote that illustrates your point].

[Candidate's Name] possesses [mention any additional qualities or skills that make them a strong candidate]. [He/She/They] consistently [describe work ethic, attitude, or collaboration skills].

I wholeheartedly support [Candidate's Name]'s application to [specific position or opportunity], as I believe [he/she/they] will be a valuable asset to your team. Please feel free to contact me at [your phone number] or [your email] if you need any further information.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Job Title]
[Your Company/Organization]