

[Your Name]
[Your Title]
[Your Company/Organization]
[Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Recipient's Company/Organization]
[Recipient's Address]
[City, State, Zip Code]
Dear [Recipient's Name],
I am writing to provide my recommendation for [Individual/Entity's Name]
regarding [specific context or position].
[Introduction - Briefly explain your relationship with the
individual/entity and the capacity in which you know them.]
[Body Paragraph 1 - Detail the strengths, skills, and attributes of the
individual/entity that support your recommendation.]
[Body Paragraph 2 - Provide specific examples or experiences that
demonstrate the individual's/entity's capabilities and achievements.]
[Conclusion - Summarize your recommendation and express your confidence
in their abilities, including an invitation for further contact if
needed.]
Sincerely,
[Your Name]
[Your Title]
[Your Company/Organization]