

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

[Recipient's Name]
[Recipient's Position]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to recommend [Candidate's Name] for [position or opportunity] at [Company/Organization Name]. I have had the pleasure of working with [Candidate's Name] for [duration] at [Your Company/Organization], where I hold the position of [Your Position]. During this time, [Candidate's Name] demonstrated [describe skills, achievements, or qualities relevant to the opportunity]. [Provide specific examples that showcase the candidate's strengths].

I am confident that [Candidate's Name] will bring [describe characteristics or skills that will benefit the new position] to your team. [He/She/They] is a [adjective] and [adjective] individual who will undoubtedly contribute positively to [Company/Organization Name]. 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 Company/Organization]