

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

[Recipient Name]
[Recipient Title]
[Recipient Organization]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to recommend [Candidate's Name] for [specific opportunity or position] at [Company/Organization Name]. Having worked with [Candidate's Name] for [duration] at [Your Organization], I have witnessed their [specific qualities or skills] firsthand.

During their time in the [specific role or project], [Candidate's Name] demonstrated [specific achievements or contributions]. Their ability to [mention relevant skills or attributes] was instrumental in achieving [describe the outcome or success].

I am confident that [Candidate's Name] will make a significant impact at [Company/Organization Name]. Their [mention any character traits or work ethic] makes them a perfect fit for the [position or opportunity].

Please feel free to contact me at [your phone number] or [your email] if you need any further information.

Sincerely,

[Your Name]
[Your Title]
[Your Organization]