

[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]. I have had the pleasure of working with [Candidate's Name] at [Your Organization] for [duration] and have been consistently impressed with their [specific qualities, skills, or achievements]. During their time with us, [Candidate's Name] [describe specific responsibilities, projects, or contributions]. Their ability to [mention specific skills or attributes] has led to [describe outcomes or achievements].

I have no doubt that [Candidate's Name] will be an asset to your organization. They possess the [describe key characteristics relevant to the opportunity] that would make them a valuable member of your team. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you require any further information or insights.

Sincerely,

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