

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

[Recipient's Name]
[Recipient's Title/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, program, opportunity, etc.]. I have had the pleasure of working with [him/her/them] for [duration] at [Your Organization/Company] where [he/she/they] worked as [Candidate's Position].

During our time together, I was particularly impressed by [Candidate's Name]'s [mention key skills, characteristics, or achievements]. [Provide specific examples that illustrate the candidate's abilities and contributions].

[Candidate's Name] has demonstrated exceptional [mention relevant skills or traits, e.g., leadership, teamwork, problem-solving] and has consistently [explain how they met or exceeded expectations].

[He/She/They] has an innate ability to [describe a particular strength or characteristic].

I wholeheartedly recommend [Candidate's Name] for [the opportunity]. I am confident that [he/she/they] will be a valuable asset and will excel in [his/her/their] future endeavors. Please feel free to contact me at [your phone number] or [your email address] if you have any questions or need further information.

Sincerely,

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