

[Your Name]
[Your Position]
[Your Company/Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Recipient's Company/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]. I have had the pleasure of knowing and working with [Candidate's Name] for [duration] during [context of your relationship].

Throughout [his/her/their] time at [Company/Organization], [Candidate's Name] has demonstrated [specific skills, qualities, attributes relevant to the opportunity]. One notable example of this was when [specific achievement or incident].

[Possible paragraph about another specific instance that showcases the candidate's abilities or work ethic].

I am confident that [Candidate's Name] will bring [his/her/their] [positive qualities] to [new position, program, opportunity] and make a valuable contribution. I highly recommend [him/her/them] without reservation.

Please feel free to contact me at [your phone number] or [your email address] should you require any further information.

Sincerely,

[Your Name]
[Your Position]
[Your Company/Organization]