

[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 wholeheartedly recommend [Applicant's Name] for [specific position or opportunity] at [Company/Organization Name]. During the time I have known [him/her/them], [he/she/they] has consistently demonstrated exceptional skills and qualities that I believe make [him/her/them] a perfect fit for this role.

[Describe your relationship with the applicant and how long you have known them.]

[Provide specific examples of the applicant's skills, achievements, and qualities that are relevant to the position or opportunity.]

[Highlight any particular projects or accomplishments that showcase the applicant's capabilities.]

[Conclude with a strong endorsement for the applicant, reiterating your recommendation.]

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

Sincerely,

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