

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title/Position]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]
Dear [Recipient's Name],
I am writing to recommend [Candidate's Name] for [specific opportunity, position, or program] at [Company/Organization Name]. I have had the pleasure of knowing [him/her/them] for [duration] while [describe your relationship].
During the time I have known [Candidate's Name], [he/she/they] has consistently demonstrated [qualities or skills relevant to the opportunity]. One specific example of [his/her/their] accomplishments includes [describe a project, task, or achievement that highlights the candidate's abilities].
[Candidate's Name] is also skilled in [mention any relevant experiences, technical skills, or personal attributes]. [He/She/They] brings a positive attitude and a strong work ethic that will greatly benefit [the team, organization, etc.].
In conclusion, I strongly support [Candidate's Name]'s application for [specific opportunity]. I am confident that [he/she/they] will exceed your expectations and make a valuable contribution to [Company/Organization Name].
Please feel free to contact me at [your phone number] or [your email address] should you require any further information.
Sincerely,
[Your Name]
[Your Title/Position]
[Your Company/Organization Name]