

[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 pleased to recommend [Candidate's Name] for [specific opportunity, e.g., a position, program, etc.]. I have had the pleasure of working with [Candidate's Name] for [duration] as [his/her/their] [relationship to the candidate, e.g., supervisor, colleague, etc.] at [Your Company/Organization].

During this time, [Candidate's Name] has consistently demonstrated [his/her/their] skills in [specific skills or qualities related to the opportunity, e.g., leadership, teamwork, technical abilities, etc.]. For instance, [provide a specific example of their work or a project they were involved in that highlights their strengths].

[Candidate's Name] is also highly regarded for [his/her/their] [personal qualities such as work ethic, professionalism, etc.]. [Optional: Include another example or anecdote that illustrates these qualities.]

I am confident that [Candidate's Name] will bring the same dedication and excellence to [the opportunity] as [he/she/they] has demonstrated with us. I wholeheartedly 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]