

[Your Name]
[Your Address]
[City, State, Postcode]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Company/Organization Name]
[Company Address]
[City, State, Postcode]

Dear [Recipient's Name],

I am writing to recommend [Candidate's Name] for [specific position or opportunity] at [Company/Organization Name]. I have had the pleasure of working with [Candidate's Name] for [duration] in the capacity of [Your Position] at [Your Company/Organization].

During this time, I have been consistently impressed with [his/her/their] dedication, skill set, and professional demeanor. [Candidate's Name] has demonstrated [key qualities or skills relevant to the position], which I believe will be a significant asset to your team.

One specific example of [Candidate's Name]'s ability to [specific achievement or skill] was when [describe a relevant situation or accomplishment]. This not only showcased [his/her/their] capabilities but also reflected [his/her/their] commitment to excellence.

I am confident that [Candidate's Name] will bring the same level of enthusiasm and expertise to [Company/Organization Name] as [he/she/they] did during [his/her/their] time with us. I highly recommend [him/her/them] without reservation.

Please feel free to contact me at [your phone number] or [your email address] if you would like to discuss [Candidate's Name] further.

Sincerely,

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