

[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 the [specific position or program] at [Recipient's Company/Organization]. I have had the pleasure of working with [Applicant's Name] for [duration] in the capacity of [your relationship to the applicant, e.g., supervisor, colleague], and I can attest to their skills and professionalism.

During their time with us, [Applicant's Name] demonstrated exceptional [mention key skills or qualities relevant to the application, e.g., analytical skills, leadership, teamwork]. They took the initiative on [specific project or task], showcasing their ability to [describe specific achievements or contributions].

Moreover, [Applicant's Name] has consistently shown [mention any soft skills, e.g., strong communication, problem-solving abilities, etc.]. Their positive attitude and adaptability make them a valuable asset to any team.

I am confident that [Applicant's Name] will bring the same level of dedication and excellence to [recipient's company/organization], and I fully support their application. Please feel free to reach out to me at [your phone number] or [your email] if you require any further information.

Thank you for considering this recommendation.

Sincerely,

[Your Name]
[Your Position]