

[Your Name]
[Your Title]
[Your Organization]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Title]
[Recipient Organization]
[Recipient Address]
[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to wholeheartedly recommend [Candidate's Name] for [Position/Opportunity] at [Recipient Organization]. I have had the pleasure of working with [Candidate's Name] for [duration] in my capacity as [Your Title] at [Your Organization].

During this time, I have been consistently impressed by [his/her/their] [skills/qualities--e.g., dedication, professionalism, creativity]. [Provide specific example of candidate's achievements or contributions]. [Candidate's Name] has demonstrated exceptional [skills/qualities--e.g., teamwork, leadership] and has been a valuable asset to our team. [Add another example or personal anecdote that highlights the candidate's strengths].

I fully support [his/her/their] application for [Position/Opportunity] and believe that [he/she/they] will bring the same level of enthusiasm and excellence to [Recipient Organization].

For further insight, you can scan the QR code below to access [Candidate's Name]'s portfolio/resume or additional testimonials.

[Insert QR Code Here]

Thank you for considering this recommendation. Please feel free to contact me at [your phone number] or [your email address] if you have any questions.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Title]
[Your Organization]