

[Your Name]
[Your Title]
[Your Company]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Recipient's Company]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to highly recommend [Candidate's Name] for [specific position or opportunity] at [Recipient's Company]. During [his/her/their] time at [Your Company], [Candidate's Name] consistently demonstrated [his/her/their] exceptional skills in [specific skills or qualities relevant to the position], contributing significantly to our team's success.

[Provide specific examples of the candidate's achievements, skills, and contributions.]

I am confident that [Candidate's Name] would be an invaluable asset to your team and excel in [specific position]. Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you require any further information.

Thank you for considering this recommendation.

Sincerely,

[Your Name]
[Your Title]
[Your Company]