

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

Dear [Recipient's Name],

I am writing to recommend [Co-worker's Name] for [specific position or opportunity] at [Recipient's Company]. I have had the pleasure of working alongside [Co-worker's Name] for [duration] at [Your Company], where we collaborated on [specific projects or tasks].

During our time together, [Co-worker's Name] consistently demonstrated [specific skills or qualities, e.g., strong leadership, attention to detail, excellent communication skills]. One instance that stands out is when [briefly describe a relevant achievement or contribution they made].

In addition to their professional skills, [Co-worker's Name] is a wonderful team player, bringing positivity and collaboration to our work environment. I believe they would be a valuable asset to your team.

If you have any further questions or require additional information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]
[Your Position]