

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company/Organization Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to wholeheartedly recommend [Candidate's Name] for [specific position, program, etc.]. During [his/her/their] time at [Your Company/Organization], [he/she/they] demonstrated exceptional [skills/qualities/attributes].

In my experience working with [Candidate's Name], I have observed [him/her/them] excel in [specific tasks or projects]. [He/She/They] consistently showed [positive traits or skills], which contributed significantly to [specific achievements or outcomes].

I have no doubt that [Candidate's Name] will bring the same dedication and talent to your [team/organization]. I am confident that [he/she/they] will be an invaluable asset.

Please feel free to contact me at [your phone number] or [your email address] if you require any further information.

Sincerely,

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