

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

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

Dear [Recipient's Name],
I am writing to recommend [Name of the person you are recommending] for
[the position/opportunity they are applying for]. I have had the pleasure
of knowing [him/her/them] for [duration] and can attest to
[his/her/their] exceptional skills and outstanding character.
During our time working together at [context of your relationship], I was
consistently impressed by [his/her/their] ability to [specific skill or
trait]. [Provide an example of a relevant experience or achievement].
[Name] is not only talented but also [mention a personal quality, e.g.,
kind, dedicated, hardworking]. I believe [he/she/they] would be a
valuable addition to your [team/organization/project].
Please feel free to contact me at [your phone number] or [your email] if
you would like to discuss [Name]'s qualifications further.

Sincerely,
[Your Name]
[Your Position, if applicable]
[Your Professional Relationship to the Candidate]