

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

Dear [Recipient's Name],

I am writing to strongly recommend [Candidate's Name] for [position, program, etc.]. I have had the pleasure of working with [him/her/them] for [duration] at [Your Company/Organization], where I [briefly describe your relationship and context].

During this time, I have been impressed by [Candidate's Name]'s [specific skills, qualities, or achievements]. [Add specific examples that illustrate the candidate's strengths and contributions].

[Candidate's Name] has shown [mention important qualities such as leadership, teamwork, etc.], and has consistently approached challenges with [describe their work ethic, attitude, etc.]. I am confident that [he/she/they] will bring the same level of dedication and excellence to [Recipient's Company/Program].

Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you require any further information or insights regarding [Candidate's Name]. I wholeheartedly recommend [him/her/them] without any reservations.

Sincerely,

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