

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

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

Dear [Recipient's Name],

I am pleased to write this letter of recommendation for [RK's Full Name]. I have had the privilege of knowing [RK] for [duration] while [he/she/they] worked with me at [Organization/Company Name] in the capacity of [RK's Position].

During [his/her/their] time here, [RK] consistently demonstrated [his/her/their] exceptional skills in [specific skills or attributes relevant to the position/area]. [He/She/They] showcased [specific examples of achievements or contributions] which significantly impacted our team and organization positively.

What truly sets [RK] apart is [his/her/their] ability to [specific unique quality or soft skill], which [he/she/they] exemplified through [specific example]. [His/Her/Their] [another strong skill or quality] made [him/her/them] not only a great asset but also a pleasure to work with. I am confident that [RK] will bring the same dedication and skill to [future position or opportunity]. I wholeheartedly recommend [him/her/them] for [specific position or opportunity] without reservation.

If you have any questions or need further information, please feel free to contact me.

Warmest regards,

[Your Signature (if sending a hard copy)]
[Your Name]
[Your Position]