

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

Dear [Recipient's Name],
I am writing to formally recommend [Candidate's Name] for [specific position, program, or opportunity] at [Recipient's Organization]. I have had the pleasure of working with [Candidate's Name] for [duration] at [Your Organization] where [he/she/they] has held the position of [Candidate's Position].

During this time, [he/she/they] has consistently demonstrated [specific skills, qualities, or achievements]. [Provide specific examples of the candidate's contributions, work ethic, and impact on the team or organization].

[Candidate's Name] possesses [mention any relevant skills, knowledge, or attributes] that I believe will greatly benefit [Recipient's Organization]. [He/She/They] has a strong ability to [describe a relevant ability or trait], and I am confident that [his/her/their] contributions will be highly valuable.

Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you require further information or specific examples of [Candidate's Name]'s work and accomplishments.

Thank you for considering this recommendation.

Sincerely,
[Your Name]
[Your Position]
[Your Organization]