

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

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

Dear [Recipient's Name],

I am writing to recommend [Candidate's Name] for [the position, opportunity, program, etc.]. I have had the pleasure of working with [him/her/them] for [duration] at [Your Organization/Company], where [he/she/they] have consistently exhibited qualities that make [him/her/them] an excellent candidate for [specific opportunity]. During [his/her/their] time with us, [Candidate's Name] has demonstrated [specific skills, qualities, or achievements relevant to the opportunity]. [He/She/They] is particularly adept at [mention examples], and [provide anecdotes or evidence of the candidate's impact or performance].

[Candidate's Name] possesses an exceptional ability to [mention key traits such as leadership, teamwork, problem-solving, etc.].

[He/She/They] is highly regarded among peers and has made significant contributions to our team, including [mention specific contributions or projects].

I am confident that [Candidate's Name] will be a valuable addition to your [team/organization/company]. [His/Her/Their] dedication, skills, and work ethic will undoubtedly lead to a positive impact in [mention the new role or opportunity].

Thank you for considering [his/her/their] application. Please feel free to contact me at [your phone number] or [your email] if you have any further questions.

Sincerely,

[Your Name]  
[Your Position]  
[Your Organization]