

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

Dear [Recipient Name],

I am writing to recommend [Candidate's Name] for [position/program/opportunity] at [Recipient's Company/Organization]. I have had the pleasure of working with [Candidate's Name] for [duration] at [Your Company/Organization], where [he/she/they] served as [Candidate's Position].

During this time, [Candidate's Name] has consistently demonstrated [specific skills or qualities relevant to the position], including [mention specific skills, achievements, or contributions]. [He/She/They] has played a crucial role in [describe specific project or responsibility], resulting in [mention any measurable outcomes, if applicable].

[Candidate's Name] is not only proficient in [specific skill or software, e.g., Excel], but also has shown exceptional abilities in [mention any other relevant skills or traits, e.g., teamwork, communication].

[He/She/They] is always willing to go above and beyond to ensure that [his/her/their] contributions align with the goals of our team.

I wholeheartedly support [Candidate's Name] in [his/her/their] application for [position/program/opportunity], as I believe [he/she/they] will be a valuable asset to your organization. Please feel free to reach out to me if you have any questions or require further information.

Sincerely,

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