

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

[Recipient Name]
[Recipient Title]
[Company Name]

[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to recommend [Candidate's Name] for the [Specific Position] at [Company Name]. I have had the pleasure of working with [Candidate's Name] for [Duration] at [Your Organization/Company], where [he/she/they] demonstrated exceptional [relevant skills or qualities].

During [his/her/their] time with us, [Candidate's Name] was responsible for [describe key responsibilities or projects], which [resulted in positive outcomes or contributions to the team]. [He/She/They] exhibited [specific skills or traits], proving to be a valuable asset to our team.

[Optional: Include specific anecdotes or examples of the candidate's performance or character.]

I have no doubt that [Candidate's Name] will bring the same level of dedication, skill, and enthusiasm to [Company Name] as [he/she/they] did with us. I fully endorse [his/her/their] application and believe [he/she/they] will make a significant contribution to your team.

Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you require any further information.

Sincerely,

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