

[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 highly recommend [Candidate's Name] for [specific position, program, or opportunity]. I had the pleasure of working with [him/her/them] at [Your Company/Organization] for [duration], where [he/she/they] excelled in [specific skills, responsibilities, or projects].

Throughout [his/her/their] time with us, [Candidate's Name] demonstrated [qualities or traits, e.g., dedication, creativity, leadership].

[He/She/They] was instrumental in [specific achievement or project], which resulted in [outcome or impact].

In addition to [his/her/their] professional abilities, [Candidate's Name] is [personal traits, e.g., a great team player, reliable, enthusiastic], making [him/her/them] a pleasure to work with. I am confident that [he/she/they] will bring the same level of excellence and commitment to [Recipient Company/Organization].

I wholeheartedly recommend [Candidate's Name] for [the position or opportunity]. If you have any further questions or need additional information, please feel free to contact me.

Sincerely,

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