

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

[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to recommend [Candidate's Name] for [Position or Opportunity] at [Company/Organization Name]. I have had the pleasure of knowing [Candidate's Name] for [duration] in [context or relationship]. During this time, I have been impressed by [his/her/their] [positive traits or skills related to the position]. [Candidate's Name] consistently demonstrates [specific examples of skills or achievements]. One of the standout qualities of [Candidate's Name] is [specific quality]. This was particularly evident when [describe a situation or project where this quality was highlighted].

I am confident that [Candidate's Name] would be a tremendous asset to your team. [He/She/They] brings not only expertise but also a strong work ethic and a positive attitude.

If you have any further questions or need additional information, please do not hesitate to contact me at [your phone number] or [email address].

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Name]
[Your Position]
[Your Company/Organization Name]