

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

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

Dear [Recipient's Name],

I am writing to recommend [Candidate's Name] for [position, program, or opportunity]. In my capacity as [Your Position] at [Your Organization], I have had the pleasure of working closely with [Candidate's Name] for [duration] and can confidently state that [he/she/they] would be an excellent fit for [specific role or opportunity].

During [his/her/their] time at [Your Organization/School], [Candidate's Name] has demonstrated exceptional [skills/qualities]. [He/She/They] consistently [provide specific example of work, achievement, or behavior that exemplifies the skills].

In addition to [his/her/their] technical skills, [Candidate's Name] possesses strong [mention soft skills, such as communication, teamwork, problem-solving]. [He/She/They] effectively [give a specific instance showcasing these soft skills].

I wholeheartedly endorse [Candidate's Name] for [position, program, or opportunity] and am confident that [he/she/they] would make a valuable contribution to your team. Please feel free to contact me at [your phone number] or [your email] if you require further information.

Sincerely,

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