

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

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

Dear [Recipient's Name],

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

During this time, I was consistently impressed by [Candidate's Name]'s [specific skills, qualities, or achievements]. [He/She/They] demonstrated [example of skills/qualities] which greatly contributed to our [project, goals, or team dynamics].

One instance that stands out is when [describe a specific situation where the candidate excelled]. This experience showcased [his/her/their] ability to [specific abilities or strengths relevant to the recommendation].

I strongly believe that [Candidate's Name] will bring the same dedication and expertise to [Recipient's Organization/Company]. I am confident that [he/she/they] will be a valuable asset to your [team, program, etc.]. Please feel free to contact me at [your phone number] or [your email address] if you require any further information or insights regarding [Candidate's Name].

Sincerely,

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