

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

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

Dear [Recipient's Name],

I am writing to recommend [Candidate's Name] for [specific position or program, e.g., "a position at TTS"]. I have had the pleasure of working with [him/her/them] for [duration] in my capacity as [your position] at [your organization].

During this time, I have been consistently impressed by [Candidate's Name]'s [specific qualities or skills, e.g., "dedication, technical skills, leadership abilities"]. [He/She/They] has demonstrated a profound understanding of [relevant subject area or skill], particularly through [specific example or project].

[Candidate's Name] also exhibits excellent [soft skills, e.g., "communication, teamwork, problem-solving"] abilities, which have been instrumental in [specific achievement or situation].

I highly recommend [Candidate's Name] for [specific position or program] at TTS. I am confident that [he/she/they] will be a valuable asset to your team.

Please feel free to contact me at [your phone number] or [your email] should you require any further information.

Sincerely,

[Your Name]  
[Your Title]