

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

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

Dear [Recipient Name],

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

Throughout [his/her/their] time with us, [Candidate's Name] demonstrated exceptional skills in [specific skills or qualities relevant to the opportunity]. [He/She/They] consistently [describe a particular achievement or contribution].

[Candidate's Name] is known for [additional qualities or skills].

[He/She/They] is an outstanding team player and brings a unique perspective to problem-solving. [Provide another example or anecdote that showcases the candidate's abilities or character].

I am confident that [Candidate's Name] will be a valuable asset to [Recipient Organization]. [He/She/They] has my highest recommendation for [specific position or opportunity]. Please feel free to contact me at [your phone number] or [your email] if you need further information.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position]