

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

Dear [Recipient Name],

I am writing to recommend [Candidate's Name] for [specific opportunity/position] at [Recipient's Organization]. I have had the pleasure of working with [Candidate's Name] for [duration of time] in my role as [Your Position] at [Your Organization].

During this time, I have been consistently impressed by [his/her/their] [mention specific qualities or skills relevant to the recommendation, e.g., work ethic, creativity, leadership]. [Provide specific examples or anecdotes that demonstrate these qualities].

[Candidate's Name] has also [mention any relevant projects, achievements, or contributions]. [Again, include specific details to support your points].

I believe that [Candidate's Name] would be a valuable addition to your team and excel in [specific responsibilities or areas relevant to the opportunity]. [He/She/They] brings not only [his/her/their] skills but also a [positive attribute, e.g., collaborative spirit, dedication] that I am confident will enhance [Recipient's Organization].

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

Thank you for considering this recommendation.

Sincerely,

[Your Name]
[Your Title/Position]