

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

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

Dear [Recipient Name],

I am writing to recommend [Applicant's Name] for the position of [Position Title] at [Company/Organization Name]. I have had the pleasure of working with [Applicant's Name] for [duration of your relationship] at [Your Organization/Department], where I hold the position of [Your Position].

During this time, [Applicant's Name] has demonstrated exceptional [skills/qualities relevant to the job], consistently delivering high-quality [work/tasks/projects]. Their ability to [specific example of skills or achievements] has significantly contributed to our team's success.

[He/She/They] possesses a strong work ethic and is highly motivated. [He/She/They] is adept at managing multiple tasks and has excellent [communication/leadership/problem-solving] skills, which allows [him/her/them] to collaborate effectively with colleagues and clients alike.

I am confident that [Applicant's Name] would be an asset to your team. I strongly recommend [him/her/them] for the role at [Company/Organization Name]. Please feel free to contact me at [your phone number] or [your email] if you have any questions or require further information.

Thank you for considering this recommendation.

Sincerely,

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