

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

[Recipient's Name]  
[Recipient's Position]  
[Company/Organization Name]  
[Company Address]  
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to recommend [Candidate's Name] for [specific position or opportunity] at [Company/Organization Name]. I have had the pleasure of knowing [him/her/them] for [duration] in my capacity as [your position] at [your organization], where [he/she/they] has consistently demonstrated [specific skills or qualities].

During the time that I have worked with [Candidate's Name], [he/she/they] has shown exceptional [describe specific skills or achievements].

[He/She/They] took the initiative to [provide example], which resulted in [describe outcome]. This experience has equipped [him/her/them] with [skills or knowledge] that I believe will be valuable in [specific position or opportunity].

[Candidate's Name] is also known for [mention personality traits, teamwork, leadership skills, etc.]. [He/She/They] is always willing to help others and contribute to a positive working environment. [Include an example or anecdote if possible].

I am confident that [Candidate's Name] will be a great addition to your team and excel in [specific role]. Please feel free to contact me at [your phone number] or [your email] if you would like to discuss [his/her/their] qualifications further.

Thank you for considering this recommendation.

Sincerely,

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