

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[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 highly recommend [Applicant's Name] for [specific position or opportunity] with [Company/Organization Name]. I have had the pleasure of knowing and working with [Applicant's Name] for [duration] in my capacity as [Your Position] at [Your Company/Organization].

[Paragraph detailing your relationship with the applicant and their skills or qualifications.]

[Paragraph providing specific examples of the applicant's achievements, strengths, or contributions.]

[Paragraph summarizing your recommendation and highlighting why the applicant would be a great fit for the position or opportunity.]

Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you require any more information regarding [Applicant's Name].

Sincerely,

[Your Name]  
[Your Position]  
[Your Company/Organization Name]