

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

Dear [Recipient's Name],

I am writing to strongly recommend [Candidate's Name] for [position/opportunity]. I have had the pleasure of working with [him/her/them] for [duration] at [Organization/Company Name], where [he/she/they] served as [Candidate's Position].

During this time, [Candidate's Name] exhibited remarkable qualities that make [him/her/them] stand out. [He/She/They] is [describe key skills, attributes, or achievements relevant to the recommendation].

One particular example that highlights [Candidate's Name]'s capabilities is [provide a specific instance or achievement]. This not only demonstrates [his/her/their] skills but also [his/her/their] commitment to [relevant field or goal].

I am confident that [Candidate's Name] will bring the same level of dedication and excellence to [the new position or opportunity].

[He/She/They] will be an invaluable asset to your [team/organization].

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

Sincerely,

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