

[Your Name]
[Your Title]
[Your Company/Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Recipient's Company/Organization]
[Recipient's 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]. I have had the pleasure of working with [him/her/them] for [duration] at [Your Company/Organization], where [he/she/they] has demonstrated exceptional [skills/qualities/attributes].

During [his/her/their] time in the role of [Candidate's Position], [he/she/they] [describe specific achievements or contributions].

[His/Her/Their] ability to [mention specific skills, such as problem-solving, teamwork, leadership, etc.] sets [him/her/them] apart from others.

[Optional: Include a specific example or anecdote that illustrates the candidate's abilities or character.]

I am confident that [Candidate's Name] will bring the same level of expertise and dedication to [Recipient's Company/Organization]. I highly recommend [him/her/them] for this opportunity without hesitation.

Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you require any further information.

Sincerely,

[Your Name]
[Your Title]