

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

Dear [Recipient Name],

I am writing to highly recommend [Candidate's Name] for [specific position/role] at [Recipient's Company/Organization]. I have had the pleasure of working with [him/her/them] for [duration of time] at [Your Company/Organization], where [he/she/they] [describe the relationship, e.g., was a colleague, a subordinate, etc.].

During our time together, [Candidate's Name] has consistently demonstrated [specific skills/qualities relevant to the position, e.g., leadership, creativity, technical skills, etc.]. One notable project [he/she/they] worked on was [describe a specific project or achievement], which resulted in [describe the outcome or impact].

In addition to [his/her/their] technical abilities, [Candidate's Name] has exceptional [soft skills, e.g., communication, teamwork, problem-solving] that make [him/her/them] a valuable asset to any team. [Provide an example of how these skills were demonstrated].

I am confident that [Candidate's Name] will bring the same level of dedication and excellence to your team as [he/she/they] has shown during [his/her/their] time at [Your Company/Organization]. If you have any further questions, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for considering this recommendation.

Sincerely,

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