

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

[Recipient Name]  
[Recipient Title/Position]  
[Recipient Organization]  
[Recipient Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am pleased to write this letter of recommendation for [Candidate's Name]. I have had the pleasure of working with [him/her/them] for [duration] at [Your Organization], where [he/she/they] served as [Candidate's Position/Role].

During [his/her/their] time with us, [Candidate's Name] demonstrated exceptional skills in [specific skills or qualities relevant to the recommendation]. One of the standout contributions [he/she/they] made was [describe a specific project, achievement, or experience that illustrates the candidate's abilities].

[Candidate's Name] is not only proficient in [mention relevant skills or technologies], but also possesses a keen ability to [mention personal attributes, e.g., lead, collaborate, innovate]. [He/She/They] consistently displayed dedication and passion, making a significant impact on our team's success.

I am confident that [Candidate's Name] will be an asset to any organization [he/she/they] joins. [His/Her/Their] work ethic, coupled with [his/her/their] expertise, will undoubtedly contribute to [his/her/their] future success.

Please feel free to contact me at [your phone number] or [your email address] if you would like to discuss [Candidate's Name] further.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Typed Name]  
[Your Title/Position]  
[Your Organization]