

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

Dear [Recipient Name],

I am writing to recommend [Candidate's Name] for [position or opportunity] within [Company/Organization]. I have had the pleasure of working with [Candidate's Name] for [duration] at [Your Company/Organization].

During this time, [he/she/they] demonstrated exceptional [qualities or skills relevant to the position], which I believe will be beneficial for [specific role or opportunity]. [Provide specific examples of successes or achievements].

I am confident that [Candidate's Name] will bring the same level of dedication and expertise to [Recipient's Company/Organization] as [he/she/they] has shown with us. I wholeheartedly support this application and believe [he/she/they] would be a valuable addition to your team.

Please do not hesitate to reach out if you require any further information or specific examples of [Candidate's Name]'s work.

Sincerely,

[Your Name]  
[Your Position]