

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

Dear [Recipient's Name],

I am writing to recommend [Candidate's Name] for [position/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] served as [Candidate's Position].

During [his/her/their] time with us, [Candidate's Name] demonstrated [specific skills, qualities, or accomplishments]. [Provide specific examples that illustrate these points].

[Candidate's Name] is particularly skilled at [specific skill or quality], which [explain how it positively impacted your organization]. [He/She/They] is also known for [additional qualities, work ethic, or achievements].

I am confident that [Candidate's Name] will bring the same level of dedication and expertise to your team. I wholeheartedly recommend [him/her/them] for the [position/opportunity] without any reservations. Please feel free to contact me at [your phone number] or [your email address] if you have any questions or require further information.

Sincerely,

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