

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Title]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to recommend [Applicant's Name] for [position or opportunity] at [Company/Organization Name]. In my capacity as [Your Position] at [Your Organization], I have had the pleasure of knowing and working with [Applicant's Name] for [duration you have known the applicant].

During this time, I have been consistently impressed with [his/her/their] [mention specific skills or attributes, e.g., work ethic, creativity, leadership]. [Provide examples of their achievements or contributions]. [Applicant's Name] has a remarkable ability to [specific skill or trait], which makes [him/her/them] an excellent candidate for [position or opportunity]. [Add any additional personal traits or skills relevant to the application].

I have no doubt that [Applicant's Name] will bring the same dedication and excellence to [Company/Organization Name] as [he/she/they] has demonstrated during our time together. I wholeheartedly endorse [him/her/them] for this opportunity.

Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you need any more information or further insights regarding [Applicant's Name].

Sincerely,

[Your Name]  
[Your Position]  
[Your Organization]