

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

Dear [Recipient's Name],

I am writing to recommend [Candidate's Name] for [position or opportunity] at [Recipient's Organization]. I have had the pleasure of working with [Candidate's Name] for [duration] at [Your Organization], where [he/she/they] has demonstrated [specific skills or qualities]. During [his/her/their] time with us, [Candidate's Name] [briefly describe specific achievements or contributions]. [He/She/They] consistently [highlight key positive traits or skills relevant to the opportunity]. I believe [Candidate's Name] would be a valuable asset to your team because [give reasons related to the opportunity]. I am confident that [his/her/their] abilities and positive attitude will lead to [specific outcomes or contributions].

Please feel free to contact me at [your phone number] or [your email address] should you require any further information or clarification.

Sincerely,

[Your Name]
[Your Title]
[Your Organization]