

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

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

Dear [Recipient's Name],

I am writing to recommend [Candidate's Name], who has worked with me at [Your Organization] as a [Candidate's Position/Role] from [Start Date] to [End Date]. During this time, I have had the pleasure of witnessing [his/her/their] professional growth and steadfast commitment to [specific duties or projects].

[Insert specific examples of the candidate's skills, qualities, and contributions.]

[Candidate's Name] has consistently demonstrated [mention key qualities or results achieved]. Moreover, [he/she/they] has shown remarkable [mention soft skills or work ethics].

I am confident that [Candidate's Name] would be a valuable asset to your team, and I highly recommend [him/her/them] for [specific position or opportunity]. Please feel free to contact me at [your phone number] or [your email address] should you require any further information.

Sincerely,

[Your Name]
[Your Title/Position]