

[Your Name]
[Your Position]
[Your Company/Organization]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's 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 [specific position or opportunity]. I have had the pleasure of working with [him/her/them] for [duration] at [Your Company/Organization] and have been consistently impressed with [his/her/their] skills and professionalism.

[Paragraph about the candidate's specific skills, achievements, or qualifications relevant to the opportunity.]

In addition to [his/her/their] technical abilities, [Candidate's Name] is [mention personal qualities, such as hardworking, reliable, a team player, etc.]. [Include an example or anecdote that illustrates these qualities.]

I believe that [Candidate's Name] will be a valuable asset to your team and will excel in [specific position or opportunity]. I wholeheartedly recommend [him/her/them] without reservation.

Please feel free to contact me at [your phone number] or [your email] if you have any questions or need further information.

Sincerely,

[Your Name]
[Your Position]
[Your Company/Organization]