

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

[Recipient Name]
[Recipient Title]
[Recipient Organization]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to recommend [Candidate's Name] for [specific position or opportunity] at [Recipient Organization]. I have had the pleasure of working with [Candidate's Name] for [duration] at [Your Organization], where [he/she/they] has consistently demonstrated [positive attributes or skills related to the position].

During [his/her/their] time with us, [Candidate's Name] was responsible for [specific responsibilities or projects]. [He/She/They] displayed exceptional [skills or qualities], significantly contributing to [specific outcomes or achievements]. [Describe a specific instance where the candidate excelled or made a notable impact].

In addition to [his/her/their] technical skills, [Candidate's Name] possesses outstanding [interpersonal qualities, such as teamwork, communication, leadership]. [He/She/They] has a unique ability to [describe any relevant soft skills or attributes].

I am confident that [Candidate's Name] will bring the same level of dedication and excellence to [Recipient Organization] as [he/she/they] has to ours. I wholeheartedly support [his/her/their] application and believe [he/she/they] will make a positive impact in this new role.

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

Sincerely,

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