

[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] at [Recipient's Company/Organization]. I have had the pleasure of working with [Candidate's Name] for [duration] at [Your Company/Organization], where [he/she/they] held the position of [Candidate's Position].

During [his/her/their] time with us, [Candidate's Name] demonstrated exceptional skills in [specific skills or areas of expertise].

[He/She/They] consistently [provide examples of achievements or contributions]. One of the highlights of [his/her/their] tenure was [specific project or accomplishment that showcases skills].

Moreover, [Candidate's Name] possesses [mention personal attributes such as work ethic, teamwork, communication skills] that make [him/her/them] a valuable asset to any team. [He/She/They] has a natural ability to [mention any interpersonal skills or leadership qualities], and is well-regarded among peers and supervisors alike.

I am confident that [Candidate's Name] will excel in the role of [specific position] at [Recipient's Company/Organization]. Please feel free to contact me at [your phone number] or [your email address] if you have any questions or need further information.

Thank you for considering this recommendation.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position]
[Your Company/Organization]