

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

Dear [Recipient Name],

I am writing to enthusiastically recommend [Candidate's Name] for [specific position or opportunity] at [Company/Organization Name]. I have had the pleasure of working with [Candidate's Name] for [duration] at [Your Company/Organization] in the capacity of [Your Position].

During this time, I have been consistently impressed with [Candidate's Name]'s [specific skills, qualities, or achievements]. Notably, [provide a specific example of a relevant experience or achievement].

[Candidate's Name] has demonstrated exceptional [mention any additional relevant skills or qualities] which would greatly benefit your team.

Their ability to [specific task/skill] is particularly noteworthy and would serve [Company/Organization Name] well.

In addition to their professional skills, [Candidate's Name] possesses a positive attitude and a strong work ethic that inspire those around them. [Provide an example of teamwork or collaboration].

I am confident that [Candidate's Name] will be an asset to your organization and contribute significantly to [specific goal or project related to the position]. I wholeheartedly recommend them without reservation.

Please feel free to contact me at [your phone number] or [your email] should you require any further information or specific examples of [Candidate's Name]'s work.

Sincerely,

[Your Name]
[Your Title/Position]