

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

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

Dear [Recipient's Name],

I am writing to recommend [Candidate's Name] for [the position, opportunity, etc.]. I have had the pleasure of working with [him/her/them] for [duration] at [Your Organization], where [he/she/they] served as [Candidate's Position].

During [his/her/their] time with us, [Candidate's Name] demonstrated [specific skills, qualities, or achievements]. For example, [provide specific examples or anecdotes that illustrate these qualities].

[He/She/They] consistently [describe relevant behaviors or accomplishments], which greatly contributed to [specific outcome or goal]. [Candidate's Name] is [mention attributes such as dependable, hardworking, etc.], and I have no doubt that [he/she/they] will excel in [his/her/their] future endeavors.

I highly recommend [Candidate's Name] for [the position, opportunity, etc.], as I believe [he/she/they] will bring the same dedication and excellence to your organization. Please feel free to contact me at [your phone number] or [your email address] if you would like to discuss [Candidate's Name]'s qualifications further.

Sincerely,

[Your Name]
[Your Position]