

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

Dear [Recipient's Name],

I am writing to wholeheartedly recommend [Candidate's Name] for [specific position, program, or opportunity] at [Company/Organization Name]. I have had the pleasure of working with [Candidate's Name] for [duration] at [Your Company/Organization] and can confidently attest to their exceptional skills and qualities.

During our time together, [Candidate's Name] consistently demonstrated [specific skills or qualities relevant to the position]. One instance that stands out is [specific example or anecdote that illustrates the candidate's strengths].

In addition to their technical abilities, [Candidate's Name] possesses remarkable interpersonal skills. They are [describe personal traits, such as teamwork, communication style, etc.]. Their positive attitude and ability to [describe a relevant trait] have greatly contributed to our team's success.

I believe that [Candidate's Name] would be a valuable asset to your organization, and I am confident that they will exceed your expectations. Please feel free to contact me if you require any further information or specific examples regarding [Candidate's Name]'s qualifications.

Thank you for considering this recommendation.

Sincerely,

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