

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

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

Dear [Recipient's Name],

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

During this period, [Candidate's Name] has consistently demonstrated [specific qualities, skills, or accomplishments relevant to the opportunity]. [He/She/They] has a remarkable ability to [specific example], which resulted in [specific outcome].

Moreover, [Candidate's Name] possesses strong [additional skills/attributes], making [him/her/them] an exemplary candidate for [position]. [His/Her/Their] [work ethic, creativity, teamwork, etc.] has always been a great asset to our team.

I am confident that [Candidate's Name] will bring the same dedication and excellence to [Company/Organization Name] as [he/she/they] has shown during our time together. I wholeheartedly endorse [his/her/their] application and I am available for any further information you may require.

Thank you for considering [Candidate's Name] for this opportunity.

Sincerely,

[Your Name]
[Your Title]
[Your Company/Organization]
[Your Contact Information]