

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

Dear [Recipient Name],

I am writing to highly recommend [Candidate's Name] for [position, program, opportunity] at [Company/Organization Name]. I have had the pleasure of knowing and working with [Candidate's Name] for [length of time] in my capacity as [Your Position] at [Your Company/Organization]. During this time, I have been continuously impressed by [his/her/their] dedication, creativity, and strong work ethic. [Candidate's Name] demonstrates [specific skill or trait] that sets [him/her/them] apart from others. For instance, [provide a specific example of an achievement or situation that highlights the candidate's qualifications].

In addition to [his/her/their] technical skills, [Candidate's Name] possesses exceptional [soft skills such as teamwork, communication, leadership, etc.]. An instance of this would be when [provide a specific example that illustrates these skills].

I am confident that [Candidate's Name] will make a valuable contribution to [Company/Organization Name] and bring [his/her/their] unique talents to your team. I wholeheartedly endorse [his/her/their] application and believe [he/she/they] will exceed your expectations.

Should you require any further information, please do not hesitate to contact me.

Sincerely,

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