

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

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

Dear [Recipient's Name],

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

During this time, [he/she/they] demonstrated exceptional skills in [mention specific skills or attributes relevant to the opportunity].

[He/She/They] consistently [provide examples of work, projects, or accomplishments].

[Candidate's Name] is not only skilled but also possesses a remarkable [mention personal qualities, e.g., work ethic, teamwork, leadership].

[He/She/They] has a unique ability to [mention specific strengths or traits].

I am confident that [Candidate's Name] will bring the same dedication and passion to [Organization Name], and I highly endorse [him/her/them] for this opportunity. Please feel free to contact me at [your phone number] or [your email] if you have any further questions or need additional information.

Sincerely,

[Your Name]  
[Your Position]  
[Your Organization]