

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Your 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 recommend [Candidate's Name] for [specific position or opportunity] at [Company/Organization Name]. I have had the pleasure of working with [Candidate's Name] for [duration] at [Your Company/Organization Name], where [he/she/they] served as [Candidate's Position].

During [his/her/their] time with us, [Candidate's Name] demonstrated exceptional [skills/qualities relevant to the position], particularly in [specific projects or responsibilities]. [He/She/They] consistently [describe a specific achievement or quality], making a significant impact on our team and overall objectives.

[Provide a specific example or anecdote that highlights the candidate's strengths and abilities.]

[Candidate's Name] is not only skilled in [relevant skills], but also possesses a positive attitude and a commitment to teamwork. I am confident that [he/she/they] will bring the same level of dedication and excellence to [Company/Organization Name].

I wholeheartedly recommend [Candidate's Name] for [position/opportunity]. Please feel free to contact me at [your phone number] or [your email address] if you have any further questions or require additional information.

Sincerely,

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