

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

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

Dear [Recipient's Name],

I am writing to recommend [Candidate's Name] for [specific opportunity or position]. I have had the pleasure of working with [him/her/them] for [duration] at [Your Organization], where [he/she/they] has consistently demonstrated [key qualities or accomplishments].

[Include a brief example of a specific achievement or skill that makes the candidate stand out.]

I am confident that [Candidate's Name] will bring the same dedication and expertise to your team. Please feel free to contact me at [your phone number] or [your email] if you need further information.

Sincerely,
[Your Name]