

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

Dear [Recipient's Name],

I am writing to wholeheartedly recommend [Candidate's Name] for [position, program, or opportunity] at [Recipient's Company/Organization]. I have had the pleasure of knowing and working with [Candidate's Name] for [duration] at [Your Company/Organization], where [he/she/they] has served as [Candidate's Position].

During [his/her/their] time with us, [Candidate's Name] has consistently demonstrated [skills, attributes, or experiences that make them stand out, e.g., strong analytical skills, exceptional leadership qualities, etc.]. [Include specific examples or anecdotes that illustrate these points].

Furthermore, [he/she/they] possesses [additional qualities, relevant experiences, or insights that add value], which I believe will greatly benefit [Recipient's Company/Organization].

I am confident that [Candidate's Name] will excel in [the new role or opportunity] and make significant contributions to your team. Should you require any further information, please feel free to contact me at [your phone number] or [your email address].

Thank you for considering this recommendation.

Sincerely,

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