

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well! I'm writing to share my thoughts about [Person's Name] as I know you are considering them for [specific opportunity or role].

I've had the pleasure of knowing [Person's Name] for [duration] as [explain your relationship]. During this time, I have been consistently impressed by [his/her/their] [qualities or skills, e.g., dedication, creativity, teamwork, etc.].

One specific instance that comes to mind is when [provide an example or story that highlights their abilities]. This really demonstrates [his/her/their] [key quality or skill].

I truly believe that [Person's Name] would be an excellent fit for [specific opportunity or role]. [He/She/They] brings a unique blend of [list additional qualities or skills], and I have no doubt [he/she/they] will excel at [task or responsibility related to the opportunity].

If you have any questions or need further information, feel free to reach out to me. I'm more than happy to chat!

Best regards,

[Your Name]