

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

During this time, [Candidate's Name] consistently demonstrated [his/her/their] exceptional skills in [mention relevant skills or experiences]. [He/She/They] was responsible for [mention key responsibilities or projects], and [his/her/their] contributions significantly [explain impact on the team or organization].

[Provide specific examples of achievements or skills that stand out].

Furthermore, [Candidate's Name] possesses [mention personal attributes such as teamwork, leadership, communication skills]. [He/She/They] has a talent for [specific abilities relevant to the job], which I believe will greatly benefit [Company Name].

I am confident that [Candidate's Name] will be a valuable asset to your team and will excel in the position of [Job Title]. Please feel free to contact me at [your phone number] or [your email] if you require any further information or specific examples of [his/her/their] work.

Thank you for considering this recommendation.

Sincerely,

[Your Name]  
[Your Position]