

[Your Name]
[Your Job Title]
[Your Company]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Job Title]
[Recipient's Company]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to recommend [Colleague's Name] for [specific position/opportunity] at [Recipient's Company]. I have had the pleasure of working with [Colleague's Name] for [duration] at [Your Company], where we collaborated on [specific project or task].

During our time together, I was impressed by [Colleague's Name]'s [specific skills, strengths, or qualities], which contributed immensely to our team's success. [Provide specific examples of achievements or skills].

I believe that [Colleague's Name]'s [attributes or skills] make them a perfect fit for [position/opportunity]. I am confident that they will bring the same level of dedication and excellence to [Recipient's Company].

Please feel free to contact me at [your phone number] or [your email address] if you require any further information.

Sincerely,

[Your Name]
[Your Job Title]