

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

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

Dear [Recipient's Name],

I am writing to highly recommend [Candidate's Name] for [position/role/program] at [Company/Organization/School]. I have had the pleasure of working with [him/her/them] for [duration] in my capacity as [Your Position] at [Your Organization].

During this time, [Candidate's Name] has consistently demonstrated [specific skills/qualities] that I believe make [him/her/them] an excellent fit for [position/role/program]. For instance, [provide specific example or anecdote that showcases skills/qualities].

In addition to [his/her/their] technical abilities, [Candidate's Name] possesses [soft skills or personal traits], which makes [him/her/them] a valuable team member. [Include another example or situation that highlights these traits].

I am confident that [Candidate's Name] will bring the same level of dedication and excellence to [Company/Organization/School] as [he/she/they] has shown during our time together.

Please feel free to contact me at [your phone number] or [your email] if you need any more information or further insights into [Candidate's Name]'s qualifications and character.

Thank you for considering [Candidate's Name] for [position/role/program]. I believe [he/she/they] will be a tremendous asset to your team.

Sincerely,

[Your Name]
[Your Title]
[Your Organization]