

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

Dear [Recipient Name],

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

During this time, I was continually impressed by [his/her/their] professionalism, diligence, and ability to [specific skills or qualities pertinent to the opportunity]. [Describe a specific project or task where the candidate excelled and the impact it had].

[Candidate's Name] has demonstrated exceptional skills in [specific skills or areas of expertise] and has consistently contributed to [specific accomplishments or successes]. [His/Her/Their] ability to navigate challenges and foster collaboration among team members is truly commendable.

I am confident that [Candidate's Name] would be a valuable addition to your team and would excel in [specific role or responsibility]. I fully support [his/her/their] application and am excited to see [him/her/them] bring [his/her/their] talents to [Recipient Company/Organization].

Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you require any further information.

Thank you for considering this recommendation.

Sincerely,

[Your Name]  
[Your Position]