

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

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

Dear [Recipient's Name],

I am writing to recommend [Candidate's Name] for [specific position/opportunity] at [Recipient's Organization]. I have had the pleasure of knowing [Candidate's Name] for [duration] in my capacity as [Your Position] at [Your Organization].

During our time working together, [Candidate's Name] demonstrated [specific skills or attributes], specifically [provide examples]. Their contributions to [specific projects or tasks] were invaluable and showcased their [relevant qualities].

I am confident that [Candidate's Name] will excel in the [position/opportunity] and bring [specific value] to your team. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you have any questions or need further information.

Sincerely,

[Your Name]  
[Your Title/Position]  
[Your Organization]