

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

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

Dear [Recipient's Name],

I am pleased to write this letter of recommendation for [Candidate's Name], who has worked with me at [Your Organization] for [duration of time]. During this period, I have had the opportunity to observe [his/her/their] work ethic, skills, and dedication firsthand.

[Paragraph 1: Describe the candidate's role and responsibilities. Discuss specific achievements or projects that highlight their skills.]

[Paragraph 2: Provide examples of the candidate's strengths, such as problem-solving abilities, teamwork, leadership, or communication skills.]

[Paragraph 3: Mention any relevant qualifications or experiences that make the candidate a great fit for the opportunity they are pursuing.]

I am confident that [Candidate's Name] will be a valuable asset to [Recipient's Organization/Program]. [He/She/They] has my highest recommendation, and I am happy to provide further information if needed.  
Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Position]