

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

[Recipient's Name]  
[Recipient's Title]  
[Company Name]

[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

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

During our time together, I was impressed by [Candidate's Name]'s [specific skills or qualities - e.g., dedication, creativity, leadership abilities]. They consistently [specific example of their performance or contribution], which had a significant impact on [specific project or outcome].

[Candidate's Name] excels in [relevant skills or experiences]. Their ability to [specific achievement or task] demonstrates their strong capabilities in [related field or skill]. I am particularly impressed by [any notable accomplishment or project], which showcases their [specific strength or quality].

I am confident that [Candidate's Name] will be a valuable addition to your team at [Company Name]. They bring not only their expertise but also a positive attitude and commitment to excellence. I wholeheartedly endorse their application and would be happy to provide further insights if needed.

Thank you for considering this recommendation. I believe [Candidate's Name] will exceed your expectations.

Sincerely,

[Your Name]  
[Your Job Title]  
[Your Company/Organization]