

[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 [his/her/their] time with us, [Candidate's Name] demonstrated [specific skills, qualities, or accomplishments]. [He/She/They] was instrumental in [describe a relevant project or achievement], which led to [positive outcome or impact].

[Candidate's Name] exhibits [additional qualities such as teamwork, leadership, dedication, etc.], making [him/her/them] a valuable asset to any team. I have no doubt that [he/she/they] will bring the same level of commitment and excellence to [Recipient Company/Organization].

I highly recommend [Candidate's Name] for this opportunity without reservation. 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 Position]