

[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 writing to recommend [Candidate's Name] for [specific opportunity, e.g., position, award, etc.]. I have had the pleasure of knowing [him/her/them] for [duration] in my capacity as [your relationship to the candidate].

During this time, [Candidate's Name] has demonstrated remarkable [qualities/skills/achievements] including [specific examples]. [He/She/They] has consistently shown [positive traits], which makes [him/her/them] an outstanding candidate for [specific opportunity]. One of the key projects [he/she/they] contributed to was [describe project or task]. [Explain the impact of their contribution].

I am confident that [Candidate's Name] will bring the same dedication and excellence to [specific opportunity]. I highly recommend [him/her/them] without reservation.

Thank you for considering this recommendation. Please feel free to contact me at [your phone number or email address] if you require any further information.

Sincerely,

[Your Name]
[Your Position]