

[Your Name]
[Your Position]
[Your Company/Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Recipient's Company/Organization]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to recommend [Candidate's Name] for [specific position, program, etc.] at [Recipient's 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 this time, I have been consistently impressed by [his/her/their] [mention specific skills, qualities, or accomplishments]. [Provide examples of the candidate's work and contributions].

[Candidate's Name] demonstrates a high level of [mention skills or attributes relevant to the application, e.g., professionalism, dedication, etc.]. [He/She/They] is well-respected among peers and often takes the initiative to [mention specific actions or behaviors].

I wholeheartedly endorse [Candidate's Name] for [specific position, program, etc.]. I am confident that [he/she/they] will bring the same passion and commitment to your [team/program] as [he/she/they] has shown here.

Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you have any further questions or need additional information.

Sincerely,

[Your Name]
[Your Position]
[Your Company/Organization]