

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

Dear [Recipient's Name],

I am writing to recommend [Candidate's Name] for [position/program/opportunity]. I have had the pleasure of working with [Candidate's Name] for [duration] at [Your Organization/Company], where [he/she/they] demonstrated exceptional [skills/qualities]. [Describe specific examples of the candidate's achievements, skills, and contributions. Tailor this section to the qualities that are relevant to the position or opportunity for which they are applying.] [Provide additional examples or anecdotes that showcase the candidate's strengths and impact.]

I am confident that [Candidate's Name] will bring the same dedication and excellence to [the new role/opportunity]. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you would like to discuss [his/her/their] qualifications further.

Sincerely,

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