

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

[Recipient's Name]
[Recipient's Title]
[Recipient's Organization]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to recommend [XJX] for [specific opportunity or position]. I have had the pleasure of working with [him/her/them] for [duration] at [Your Organization] where [he/she/they] has served as [XJX's position]. During [his/her/their] time with us, [XJX] has consistently demonstrated [key skills or qualities]. [He/She/They] has contributed to our team by [specific examples of achievements or contributions].

I am confident that [XJX]'s skills in [mention relevant skills or experiences] will make [him/her/them] a valuable asset to your [team/organization].

Please feel free to contact me at [your phone number] or [your email address] if you need any more information.

Sincerely,

[Your Name]
[Your Title]