

[Your Name]  
[Your Title/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 wholeheartedly recommend [XJN's Full Name] for [specific position, program, or opportunity]. I have had the pleasure of working with [him/her/them] for [duration] at [Your Organization/Institution] where [he/she/they] has excelled in [specific skills or experiences]. During the time I have known [XJN's First Name], [he/she/they] has demonstrated remarkable [traits or skills] that make [him/her/them] an exceptional candidate for [the position or opportunity]. For instance, [provide a specific example or story].

Furthermore, [XJN's First Name] possesses [other relevant qualities or accomplishments], which further underscores [his/her/their] suitability for [the opportunity]. [Provide additional supporting details or examples].

I am confident that [XJN's First Name] will bring the same level of dedication and excellence to [the new role or program] as [he/she/they] has shown in [his/her/their] time with us. I give [him/her/them] my highest recommendation without reservation.

Please feel free to contact me at [your phone number] or [your email address] if you require any further information or specific insights into [XJN's First Name]'s capabilities.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Title/Position]