

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

Dear [Recipient Name],

I am writing to recommend [Candidate's Name] for the [Specific Certification Name]. As [his/her/their] [relationship to candidate, e.g., supervisor, professor, etc.] at [Your Organization], I have had the pleasure of watching [Candidate's Name] demonstrate [his/her/their] skills and dedication to [specific field or area].

[Insert a paragraph outlining the candidate's relevant experience, skills, and accomplishments related to the certification. Provide specific examples that illustrate why they are a strong candidate.] In addition to [his/her/their] technical skills, [Candidate's Name] has shown exceptional [mention any personal qualities, such as leadership, teamwork, or problem-solving abilities]. [His/Her/Their] commitment to [specific values or ethics relevant to the certification] makes [him/her/them] a superb candidate.

I am confident that [Candidate's Name] will excel in obtaining [Specific Certification Name] and will bring [his/her/their] expertise to [mention how the certification will benefit the field, organization, or community]. I wholeheartedly support [his/her/their] application and believe [he/she/they] will continue to positively impact the field. Please feel free to contact me at [your phone number] or [your email] should you require any further information.

Sincerely,

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