

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

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

Dear [Recipient's Name],

I am writing to recommend [Name of the Person You are Recommending] for [specific position/role or purpose]. I have known [him/her/them] for [duration] in [capacity in which you know the person].

[First Paragraph: Describe your relationship with the candidate and your overall impression of them.]

[Second Paragraph: Provide specific examples of the candidate's skills, achievements, and contributions in relevant areas.]

[Third Paragraph: Highlight the candidate's personal qualities that make them a good fit for the position or role.]

I am confident that [Name of the Person You are Recommending] will be an excellent addition to your team and will contribute positively to [Company/Organization Name]. Please feel free to contact me at [your phone number] or [your email] if you need further information.

Sincerely,

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