

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

Dear [Recipient Name],

I am writing to recommend [Candidate's Name] for [specific reason, e.g., a position, opportunity, program, etc.]. I have had the pleasure of knowing [Candidate's Name] for [duration] and have witnessed their [specific qualities, skills, or accomplishments].

[Insert a paragraph detailing specific examples of the candidate's qualifications, achievements, or experiences that support your recommendation.]

In conclusion, I highly recommend [Candidate's Name] for [specific reason]. I am confident that they will [outcome or benefit related to the recommendation].

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

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Typed Name]
[Your Position]