

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

Dear [Recipient's Name],

I am writing to recommend [XJS's Full Name] for [specific position, program, or opportunity]. I have had the pleasure of working with [XJS's First Name] for [duration] at [Your Company/Organization], where [he/she/they] served as [XJS's Position].

During this time, I was consistently impressed with [his/her/their] [mention specific skills, attributes, or accomplishments]. For example, [describe a relevant achievement or responsibility]. This experience showcased [his/her/their] ability to [mention relevant skills related to the opportunity].

Furthermore, [XJS's First Name] possesses exceptional [mention additional skills, such as teamwork, communication, or leadership] that greatly contribute to [his/her/their] success. [He/She/They] is always willing to [mention a positive trait or action, such as collaborate, assist others, or share knowledge].

I wholeheartedly believe that [XJS's First Name] would be a valuable asset to [Recipient's Company/Organization/Program] and highly recommend [him/her/them] for [the specific opportunity]. Please feel free to contact me at [your phone number] or [your email address] if you have any questions or require further information.

Sincerely,

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