

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

Dear [Recipient Name],

I am writing to wholeheartedly recommend [Candidate's Name] for [XJR Position/Opportunity]. As [Your Relationship to Candidate, e.g., their supervisor, professor, etc.] for [Duration of Time], I have had the pleasure of witnessing [Candidate's Name]'s growth and contributions firsthand.

[Candidate's Name] has demonstrated exceptional skills in [specific skill or area, e.g., project management, teamwork, etc.], particularly during [specific project or instance]. They have a unique ability to [describe a relevant quality or achievement].

Additionally, [Candidate's Name]'s [specific trait, e.g., dedication, creativity] has been evident through [example of this trait in action]. Their ability to [specific example, e.g., lead a team, solve complex problems] sets them apart from their peers.

I am confident that [Candidate's Name] will excel in the XJR position and bring [his/her/their] [specific qualities] to your team. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you need further information or specific examples of [Candidate's Name]'s work.

Thank you for considering this recommendation.

Sincerely,

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