

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

Dear [Recipient's Name],

I am writing to recommend [Candidate's Name] for [specific position or opportunity] at [Recipient's Company/Organization]. I have had the pleasure of working with [Candidate's Name] for [duration] at [Your Company/Organization], where they held the position of [Candidate's Position].

During this time, [Candidate's Name] exhibited exceptional skills in [specific skills or attributes] and demonstrated a strong ability to [specific achievements or contributions]. Their work on [specific project or task] was particularly impressive, showcasing their [qualities such as leadership, creativity, problem-solving abilities].

[Candidate's Name] is not only a talented [professional title], but they also possess qualities that make them a great team player. They are always willing to assist others and contribute positively to the workplace culture.

I wholeheartedly recommend [Candidate's Name] for [specific position or opportunity]. I am confident that they will bring the same level of success and dedication to your team as they have shown in our organization.

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 Position]
[Your Company/Organization]