

[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 opportunity or position] at [Recipient's Company/Organization]. I have had the pleasure of working with [Candidate's Name] for [duration] in my capacity as [Your Position] at [Your Company/Organization].

During this time, [Candidate's Name] has consistently demonstrated exceptional skills in [specific skills or traits], particularly in [examples or situations where these skills were highlighted]. Their ability to [mention specific achievements or contributions] has significantly benefited our team and projects.

Furthermore, [Candidate's Name] is a person of high integrity and professionalism. They consistently [mention relevant personal qualities, such as teamwork, leadership, or work ethic], making them a valuable asset to any organization.

I am confident that [Candidate's Name] will bring the same dedication and expertise to [Recipient's Company/Organization] as they have with us. I strongly support their application and believe they would excel in [specific position or opportunity].

Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you require any further information.

Sincerely,

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