

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

[Recipient's Name]
[Recipient's Title]
[Recipient's Organization]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to recommend [XJX] for [specific opportunity, position, program, etc.]. Having worked with [him/her/them] for [duration] at [your organization or context], I have witnessed firsthand [his/her/their] exceptional skills and dedication.

During [his/her/their] time with us, [XJX] demonstrated [specific skills or qualities]. [Provide a specific example or anecdote that highlights these skills]. This experience showcased [his/her/their] ability to [describe relevant abilities or contributions].

[XJX] is not only skilled but also possesses a great work ethic and a strong commitment to [mention relevant field or values]. [He/She/They] consistently goes above and beyond to ensure [describe another positive trait or contribution].

I am confident that [XJX] will bring the same level of enthusiasm and expertise to [recipient's organization or program]. [He/She/They] would be a valuable asset, and I wholeheartedly recommend [him/her/them] for [the position or opportunity].

Please feel free to contact me at [your phone number] or [your email address] if you need any more information or specific examples of [XJX]'s accomplishments.

Sincerely,

[Your Name]
[Your Title]
[Your Organization]