

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

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

Dear [Recipient's Name],

I am writing to highly recommend [Candidate's Name] for [specific position or opportunity] at [Organization/Company]. Having worked with [Candidate's Name] for [duration] in [capacity], I have been consistently impressed with their [skills/qualities].

During our time together, [he/she/they] demonstrated exceptional [specific skills or attributes relevant to XKW]. One particular instance that stands out is when [describe a specific example that highlights the candidate's strengths or contributions]. This experience showcased [Candidate's Name]'s ability to [relevant skill or quality].

[Candidate's Name] possesses a strong work ethic and a commitment to excellence that will undoubtedly be beneficial to your team. Furthermore, [he/she/they] is a natural collaborator who fosters a positive and productive work environment.

I have no doubt that [Candidate's Name] will bring the same dedication and insight to [Organization/Company] as [he/she/they] has shown in our time working together. I wholeheartedly support [his/her/their] application and am confident that [he/she/they] will excel in this new role.

Thank you for considering this recommendation. Please feel free to contact me at [your phone number] or [your email] if you need any further information.

Sincerely,

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