

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

Dear [Recipient Name],

I am writing to recommend [Candidate's Name] for [position/opportunity/company]. I have had the pleasure of working with [him/her/them] for [duration] at [your organization] where [he/she/they] served as [Candidate's Position].

During this time, [Candidate's Name] demonstrated exceptional skills in [specific skills or attributes], showing a strong ability to [specific achievements or contributions]. [He/She/They] consistently [describe work ethic, demeanor, or teamwork].

One example of [his/her/their] outstanding performance was when [provide a specific example or anecdote illustrating the candidate's qualities]. This experience clearly highlights [his/her/their] potential for [the new position or opportunity].

I am confident that [Candidate's Name] will bring the same dedication and expertise to your team as [he/she/they] did at [Your Organization]. I wholeheartedly endorse [his/her/their] candidacy for [position/opportunity]. 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]