

[Your Name]
[Your Position]
[Your Company/Organization]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Your 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 [specific position or opportunity] at [Company/Organization]. I have known [Candidate's Name] for [duration] in my role as [Your Position] at [Your Company/Organization].

During this time, [he/she/they] demonstrated exceptional [skills/qualities], particularly [specific examples of skills or achievements]. [He/She/They] consistently [describe any notable contributions or projects].

I believe [Candidate's Name] will bring invaluable [skills/qualities] to your team and contribute to [Company/Organization]. I wholeheartedly recommend [him/her/them] for the position.

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

Best regards,

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