

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

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

Dear [Recipient's Name],

I am writing to recommend [Name of the person you are recommending] for [specific position or opportunity].

I have had the pleasure of working with [Name] for [duration of time] at [Organization/Context] and can confidently say that [he/she/they] is [describe qualities, skills, and contributions briefly].

[Provide specific examples of achievements or capabilities relevant to the recommendation.]

In conclusion, I highly recommend [Name] for [specific position or opportunity], as I believe [he/she/they] will [express expected outcome or contribution].

Please feel free to contact me at [your phone number] or [your email address] if you require further information.

Sincerely,

[Your Name]
[Your Position]
[Your Organization]