

[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 [Recommended Person's Name] for [specific position, program, or opportunity] at [Organization/Company].

[Start with a brief introduction of your relationship with the recommended person and your qualifications to make the recommendation.]

[Provide specific examples of the recommended person's skills, qualities, and achievements related to the opportunity.]

[Conclude with a strong statement supporting the recommendation and offer to provide further information if needed.]

Thank you for considering my recommendation.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position]