

[Your Name]
[Your Position]
[Your Company]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Recipient's Company]
[Recipient's Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to recommend [XP's Full Name] for [specific opportunity or position] at [Recipient's Company]. I have had the pleasure of working with [XP] for [duration] at [Your Company/Organization], where [he/she/they] served as [XP's Position].

During [his/her/their] time with us, [XP] consistently demonstrated [specific skills or traits], including [list specific examples or achievements]. [He/She/They] showed remarkable capability in [describe relevant skills related to the opportunity], and [his/her/their] contributions significantly enhanced our [projects/initiatives].

In addition to [his/her/their] technical skills, [XP] possesses excellent [mention soft skills such as teamwork, communication, problem-solving] abilities that make [him/her/them] a valuable asset to any team.

I am confident that [XP] will bring the same dedication and excellence to [Recipient's Company] as [he/she/they] did with us. I wholeheartedly recommend [him/her/them] for the [specific opportunity/position] without reservation.

Please feel free to contact me at [your phone number] or [your email address] if you would like to discuss [XP]'s qualifications further.

Sincerely,

[Your Name]
[Your Position]
[Your Company]