

[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 wholeheartedly recommend [Candidate's Name] for [specific position, program, or opportunity] at [Recipient's Organization]. I have known [Candidate's Name] for [duration] in my capacity as [Your Position] at [Your Organization].

During this time, [he/she/they] has consistently demonstrated [specific qualities or skills relevant to the position]. [Provide specific examples of accomplishments or contributions made by the candidate].

[Candidate's Name] possesses [additional skills/attributes], which I believe will be beneficial to [Recipient's Organization]. [You may wish to include any relevant educational background or experience related to the opportunity].

In conclusion, I highly recommend [Candidate's Name] for [position/program]. I am confident that [he/she/they] will exceed your expectations and contribute positively to your team. Please feel free to contact me at [your phone number] or [your email address] should you require any additional information.

Sincerely,

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