

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

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

Dear [Recipient Name],

I am writing to recommend [Candidate's Name] for [specific position, opportunity, or program] at [Recipient's Organization]. I have had the pleasure of working with [him/her/them] for [duration] at [Your Organization or Context], where [he/she/they] has demonstrated [specific skills, qualities, or accomplishments relevant to the recommendation].

[Provide specific examples of the candidate's work, achievements, or character traits that make them exceptional.]

I am confident that [Candidate's Name] will bring the same level of dedication and excellence to [Recipient's Organization] as [he/she/they] has demonstrated with us. I highly recommend [him/her/them] without reservation.

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

Sincerely,

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