

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

Dear [Recipient's Name],

I am writing to recommend [Candidate's Name] for [specific opportunity, e.g., a position, program, etc.]. I have had the pleasure of working with [him/her/them] for [duration] at [Your Organization], where I serve as [Your Position].

During this time, [Candidate's Name] has demonstrated exceptional [skills/qualities, e.g., leadership, problem-solving, teamwork]. One specific example of this was when [describe a specific situation that highlights the candidate's strengths].

[Candidate's Name] is not only [a quality, e.g., hardworking] but also [another quality, e.g., passionate about their field]. [He/She/They] consistently [describe another positive trait or achievement].

I am confident that [Candidate's Name] will bring the same level of enthusiasm and skill to [Recipient's Organization/Opportunity]. I wholeheartedly recommend [him/her/them] for [the position/program]. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you need any more information.

Sincerely,

[Your Name]
[Your Position]