

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

Dear [Recipient Name],

I am pleased to write this letter of recommendation for [Candidate's Name]. I have had the pleasure of working with [him/her/them] at [Your Company/Organization] for [duration of time] and can confidently say that [he/she/they] is an exceptional [position/role].

During [his/her/their] time with us, [Candidate's Name] demonstrated [specific skills or traits], consistently exceeding expectations. [He/She/They] has a remarkable ability to [describe a relevant ability or quality related to the role].

One of the standout projects [he/she/they] undertook was [describe a specific project, task, or responsibility]. [His/Her/Their] contribution led to [explain the outcome or impact of the project]. This experience highlighted [Candidate's Name]'s [attribute, such as leadership, creativity, problem-solving skills].

I believe [Candidate's Name] would be a tremendous asset to your team at [Recipient's Company/Organization]. [He/She/They] brings not only [his/her/their] professional skills but also a positive and enthusiastic attitude that fosters collaboration and innovation.

Please feel free to contact me at [your phone number] or [your email address] if you require any more information or would like to discuss [Candidate's Name] further.

Sincerely,

[Your Name]
[Your Position]
[Your Company/Organization]