

[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 recommend [Candidate's Name] for [specific position or opportunity] at [Recipient's Organization]. I have had the pleasure of working with [him/her/them] for [duration] at [Your Organization]. During this time, [Candidate's Name] has demonstrated [specific qualities or skills relevant to the position].

[Provide specific examples of achievements, skills, and experiences that illustrate the candidate's qualifications.]

[Candidate's Name] has consistently shown [mention additional qualities: teamwork, leadership, problem-solving abilities, etc.]. I am confident that [he/she/they] will bring the same dedication and excellence to [Recipient's Organization] as [he/she/they] have shown with us.

I wholeheartedly recommend [Candidate's Name] for [specific position or opportunity]. Please feel free to contact me at [phone number] or [email address] if you need any more information or further details.

Sincerely,

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