

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

Dear [Recipient Name],

I am writing to recommend [Candidate's Name] for [specific position or opportunity] at [Recipient Organization]. I have had the pleasure of working with [Candidate's Name] for [duration] at [Your Organization], where they have demonstrated exceptional skills and dedication in [specific area or role].

During their time here, [Candidate's Name] has [specific achievements or contributions], showcasing their ability to [relevant skills/qualities]. They have consistently displayed [specific personal qualities], which I believe would greatly benefit [Recipient Organization].

I am confident that [Candidate's Name] has the expertise and passion needed to excel in [specific position or opportunity] and contribute positively to your team. Please feel free to contact me at [your phone number] or [your email address] if you require any further information. Thank you for considering this application.

Sincerely,

[Your Name]
[Your Title]
[Your Organization]