

[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 [Organization Name]. I have had the pleasure of working with [Candidate's Name] for [duration] in my capacity as [Your Position] at [Your Organization].

During this time, I have observed [his/her/their] [key skills or qualities relevant to the recommendation], which make [him/her/them] an excellent fit for [specific position or opportunity]. [Provide specific examples of achievements, projects, or contributions].

[Candidate's Name] demonstrates [additional qualities such as leadership, teamwork, or problem-solving skills]. [He/She/They] has consistently shown [commitment to excellence, creativity, etc.], and I believe [he/she/they] will bring the same dedication to [the new position or opportunity].

I have no doubt that [Candidate's Name] will make a positive impact at [Organization Name]. I wholeheartedly recommend [him/her/them] for this opportunity.

Please feel free to contact me at [your phone number] or [your email address] if you need any further information.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Job Title]
[Your Organization]