

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to recommend [Candidate's Name] for [position or opportunity] at [Company/Organization Name]. I have had the pleasure of working with [Candidate's Name] for [duration] at [Your Company/Organization Name], where [he/she/they] held the position of [Candidate's Position].

During this time, I was consistently impressed with [his/her/their] [specific skills or qualities, e.g., work ethic, problem-solving abilities, leadership skills]. For instance, [provide a specific example or anecdote that illustrates these qualities].

[Candidate's Name] also demonstrates exceptional [mention any relevant skills or traits, e.g., communication skills, teamwork, adaptability]. [He/She/They] played a key role in [describe a project, achievement, or contribution], which resulted in [outcome].

I am confident that [Candidate's Name] will bring the same level of dedication and expertise to [Company/Organization Name] as [he/she/they] did at [Your Company/Organization Name]. I highly recommend [him/her/them] for the [position or opportunity] and am certain [he/she/they] will exceed your expectations.

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

Sincerely,

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