

[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 program] at [Organization/ Institution]. I have had the pleasure of working with [him/her/them] for [duration] in [capacity or relationship], and I am confident in [his/her/their] abilities and potential.

During [his/her/their] time at [Your Organization], [Candidate's Name] demonstrated [specific skills or qualities]. For example, [specific example or achievement that highlights the candidate's strengths].

[He/She/They] consistently displayed a strong work ethic and a commitment to excellence.

In addition to [his/her/their] technical skills, [Candidate's Name] possesses exceptional [interpersonal/leadership/communication] skills. [He/She/They] is not only a great team player but also takes initiative and motivates others to achieve their best.

I am confident that [Candidate's Name] will be a valuable asset to your [team/organization], and I strongly recommend [him/her/them] for [position or program]. Please feel free to contact me at [your phone number] or [your email address] if you require any further information.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]