

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

Dear [Recipient Name],

I am writing to recommend [Candidate's Name] for [specific position/opportunity] at [Recipient's Organization]. I have had the pleasure of working with [Candidate's Name] for [duration], during which [he/she/they] demonstrated exceptional skills in [specific skills or attributes relevant to the position].

[Insert specific examples of the candidate's accomplishments, skills, and contributions].

[Candidate's Name] is not only talented but also dedicated and reliable. [He/She/They] consistently [describe any work ethic or personal qualities]. I believe that [his/her/their] unique abilities and experiences will bring great value to your team.

I strongly recommend [Candidate's Name] for [specific position/opportunity]. Please feel free to reach out to me if you have any further questions.

Sincerely,

[Your Name]
[Your Position]