

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

Dear [Recipient's Name],

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

During this time, [he/she/they] demonstrated exceptional skills in [mention relevant skills or qualities], proving to be an invaluable asset to our team. [He/She/They] consistently [provide specific examples of achievements or contributions].

[Include any additional relevant information about the candidate's work ethic, character, or specific projects].

I am confident that [Candidate's Name] will excel in [the new opportunity] and contribute significantly to [Recipient's Company/Organization]. I highly recommend [him/her/them] without reservation.

Thank you for considering this recommendation. Should you require any more information, please feel free to contact me at [your phone number] or [your email address].

Sincerely,

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