

[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, opportunity, or program]. I have had the pleasure of working with [Candidate's Name] for [duration] at [Your Organization], where [he/she/they] served as [Candidate's Position].

During [his/her/their] time with us, [Candidate's Name] consistently demonstrated [his/her/their] skills in [specific skills or qualities relevant to the position]. One example of [his/her/their] exceptional work includes [specific example or accomplishment], which significantly benefited our team.

What sets [Candidate's Name] apart is [his/her/their] ability to [mention unique attributes or strengths]. [He/She/They] is not only an [adjective] individual, but also a team player who fosters a positive working environment.

I am confident that [Candidate's Name] will excel in [target position or opportunity] and bring immense value to your organization. Please feel free to contact me at [your phone number] or [your email address] if you require any further information.

Sincerely,

[Your Name]
[Your Position]
[Your Organization]