

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

Dear [Recipient Name],

I am writing to recommend [Candidate's Name] for [specific position or opportunity]. I have had the pleasure of working with [him/her/them] for [duration] at [Your Organization/Company] where I serve as [Your Position].

During this time, [Candidate's Name] has demonstrated [specific skills or characteristics that are relevant to the position]. [Provide specific examples or anecdotes that illustrate these skills and characteristics]. I am confident that [Candidate's Name] will be an asset to [Recipient Organization/Company] due to [his/her/their] [mention key attributes or experiences].

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 Organization/Company]