

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

Dear [Recipient Name],

I am writing to enthusiastically recommend [Candidate's Name] for [specific position, program, opportunity, etc.]. I have had the pleasure of working with [him/her/them] for [duration] at [Your Organization], where [he/she/they] has served as [Candidate's Position/Role].

Throughout [his/her/their] time with us, [Candidate's Name] has consistently demonstrated [specific skills, qualities, or achievements relevant to the opportunity]. [Provide specific examples or anecdotes that highlight these skills/qualities].

[Candidate's Name] is particularly skilled at [mention any relevant skills or experiences that pertain to the recommendation]. [Describe how these skills will benefit the position or person being recommended to]. In addition to [his/her/their] professional qualifications, [Candidate's Name] is a [character trait--e.g., dedicated, innovative, collaborative] individual who [provide a personal observation or example that illustrates this trait].

I am confident that [Candidate's Name] will bring the same level of enthusiasm and expertise to [the new position/program] as [he/she/they] has shown with us. I highly recommend [him/her/them] without hesitation. Please feel free to contact me at [your phone number] or [your email] if you have any questions or need further information.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]