

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

Dear [Recipient Name],

I am writing to recommend [Candidate's Name] for [specific position or opportunity] at [Recipient's Company/Organization]. During [his/her/their] time at [Your Company/Organization], [he/she/they] demonstrated exceptional skills in [specific skills or qualities relevant to the position].

[Provide a detailed example of the candidate's performance, accomplishments, and strengths. Include any relevant metrics or outcomes if possible.]

[Candidate's Name] is not only [an effective worker/a dedicated team member], but [he/she/they] also possesses [other characteristics such as leadership abilities, creativity, etc.]. [Additional supporting details or testimonials can be included here].

I am confident that [Candidate's Name] will bring the same level of [excellence/professionalism] to [Recipient's Company/Organization] as [he/she/they] did in [his/her/their] role with us. I wholeheartedly endorse [his/her/their] application and believe [he/she/they] would make a valuable addition to your team.

Please feel free to contact me at [your phone number] or [your email] if you would like to discuss [Candidate's Name] further.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]