

[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 [Name of the Person Being Recommended] for [purpose of the reference, e.g., a position, program, etc.]. I have had the pleasure of working with [Name] for [duration of time] at [Your Company/Organization], where [he/she/they] has consistently demonstrated [qualities or skills relevant to the position/program].

During our time working together, [Name] has [describe specific accomplishments or contributions]. [He/She/They] possesses [mention relevant skills or attributes], which have greatly benefited our team and [project/initiative].

I am confident that [Name] will bring the same dedication, expertise, and passion to [Recipient's Company/Organization]. I highly recommend [him/her/them] without reservation.

Please feel free to contact me at [your phone number] or [your email] if you require any further information.

Best regards,

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