

[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 enthusiastically recommend Ylva for [specific opportunity, position, program, etc.]. Having worked with Ylva for [duration] in my capacity as [your position], I have had the pleasure of witnessing her exceptional skills and qualities firsthand.

During her time with us, Ylva has demonstrated [specific skills, strengths, or attributes relevant to the opportunity]. For example, [provide a specific example or anecdote that illustrates these qualities].

Beyond her skills, Ylva is a [character trait or quality, e.g., dedicated, innovative, team-oriented, etc.] individual who consistently [specific action or behavior that highlights the trait]. This was particularly evident when [provide another specific example or situation].

I believe that Ylva's [mention any relevant experience or qualifications] makes her an ideal candidate for [the opportunity]. I am confident that she will excel and make a significant impact.

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

Sincerely,

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