

[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 highly recommend Ylva [Last Name] for [specific opportunity or position] at [Recipient's Organization]. I have had the pleasure of working with Ylva for [duration] at [Your Organization], where she has served as [Ylva's Position].

During her time with us, Ylva consistently demonstrated exceptional skills in [specific skills or areas of expertise]. She [describe specific examples of her work or contributions], showcasing her ability to [highlight attributes such as leadership, teamwork, or creativity].

Ylva possesses a strong work ethic and a commitment to excellence that sets her apart. Her ability to [mention any relevant skills or experiences] has been invaluable to our team. Moreover, her positive attitude and willingness to help others make her a pleasure to work with. I have no doubt that Ylva will bring the same dedication and passion to [Recipient's Organization] as she has shown with us. I wholeheartedly recommend her for [specific opportunity or position] and am confident she will exceed your expectations.

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

Sincerely,

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