

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

Dear [Recipient Name],

I am writing to recommend [Candidate's Name] for [position, opportunity, program, etc.]. I have had the pleasure of working with [him/her/them] for [duration] in my capacity as [Your Position] at [Your Organization]. During [his/her/their] time with us, [Candidate's Name] has demonstrated exceptional [skills, qualities, or achievements relevant to the opportunity]. [Provide specific examples to illustrate these points]. [Candidate's Name] possesses a strong [attribute], and I am confident that [he/she/they] will bring the same level of commitment and expertise to [Recipient's Organization or specific opportunity].

I wholeheartedly recommend [Candidate's Name] without reservation. Should you require any further information, please do not hesitate to contact me.

Sincerely,

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