

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

[Recipient's Name]
[Recipient's Title/Position]
[Recipient's Organization]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to recommend [Candidate's Name] for [specific position or opportunity]. I have had the pleasure of knowing [Candidate's Name] for [duration] in my capacity as [your relationship to the candidate]. During this time, I have been consistently impressed by [his/her/their] [mention skills, qualities, or accomplishments]. [Provide specific examples that highlight the candidate's strengths and abilities]. [Candidate's Name] has demonstrated [additional qualities or skills] that make [him/her/them] an excellent fit for [the position or opportunity]. [Include more detailed observations or experiences related to the candidate].

I am confident that [Candidate's Name] will bring [mention attributes or qualities relevant to the opportunity] to [recipient's organization or specific role]. I wholeheartedly recommend [him/her/them] for this opportunity without reservation.

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

Sincerely,

[Your Name]
[Your Title/Position]