

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

Dear [Recipient's Name],

I am writing to highly recommend [Candidate's Name] for [specific position, program, or opportunity] at [Recipient's Organization/Company]. I have had the pleasure of working with [Candidate's Name] for [duration] at [Your Organization/Company], where [he/she/they] [describe the context of your working relationship].

[In this paragraph, provide specific examples of the candidate's skills, qualities, and achievements that make them a suitable candidate for the opportunity. Highlight any particular projects or responsibilities.]

[Add another paragraph to elaborate on the candidate's strengths, work ethic, and interpersonal skills. Discuss how they contributed to the team and the workplace.]

I am confident that [Candidate's Name] will be an asset to your [team/program/organization] and will bring the same dedication and enthusiasm that [he/she/they] has shown during [his/her/their] time with us.

Please feel free to contact me at [your phone number] or [your email address] should you need any further information or clarification regarding [Candidate's Name].

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Title/Position]
[Your Organization/Company]