

[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 [specific opportunity, position, or program]. I have had the pleasure of knowing [Candidate's Name] for [duration] in my capacity as [Your Position] at [Your Organization].

During this time, [he/she/they] demonstrated [specific skills, attributes, or accomplishments]. [Provide specific examples and anecdotes that highlight the candidate's qualifications and strengths.]

I have no doubt that [Candidate's Name] will bring the same dedication and excellence to [the opportunity] as [he/she/they] have in our time together.

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

Sincerely,

[Your Name]  
[Your Job Title]