

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

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

Dear [Recipient's Name],

I am writing to recommend [Candidate's Name] for [specific position or opportunity] at [Company/Organization Name]. I have had the pleasure of working with [Candidate's Name] for [duration] at [Your Company/Organization Name], where [he/she/they] served as [Candidate's Position/Role].

During this time, [Candidate's Name] demonstrated exceptional skills in [specific skills/qualities relevant to the position], which significantly contributed to our team's success. [He/She/They] consistently [provide specific examples of contributions and achievements].

I am confident that [Candidate's Name] will be a valuable asset to your team due to [his/her/their] [mention key attributes or experiences relevant to the opportunity].

Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you require any further information.

Sincerely,

[Your Name]
[Your Position]
[Your Company/Organization Name]