

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

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

Dear [Recipient's Name],

I am writing to recommend [Candidate's Name] for [specific position, program, or opportunity] at [Company/Organization Name]. I have had the pleasure of working with [Candidate's Name] for [duration] as [his/her/their] [relationship, e.g., supervisor, colleague, teacher] at [Your Company/Organization Name].

During this time, I have been consistently impressed by [Candidate's Name]'s [mention specific skills, qualities, or achievements]. For example, [provide a specific anecdote or example that illustrates these qualities].

[Further elaboration on skills, work ethic, and accomplishments that relate to the opportunity being recommended for.]

I am confident that [Candidate's Name] will bring the same dedication and excellence to [Company/Organization Name] as [he/she/they] has demonstrated in our time working together.

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

Thank you for considering this recommendation.

Sincerely,

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