

[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 Yves [Last Name] for [specific position, program, opportunity, etc.]. I have had the pleasure of working with Yves for [duration] at [Your Organization/Company] and can confidently attest to [his/her/their] abilities and character.

1. **\*\*Introduction\*\***

- Briefly state your relationship with Yves.
- Mention the capacity in which you have worked together.

2. **\*\*Skills and Strengths\*\***

- Discuss specific skills that make Yves an excellent candidate.
- Provide examples of projects or tasks that showcase these skills.

3. **\*\*Work Ethic and Character\*\***

- Comment on Yves's work ethic and personal qualities.
- Share anecdotes that illustrate Yves's reliability, teamwork, and leadership.

4. **\*\*Contributions and Achievements\*\***

- Highlight any notable achievements or contributions made by Yves.
- Explain how these achievements impacted your organization or team.

5. **\*\*Conclusion\*\***

- Reiterate your strong support for Yves.
- Offer to provide additional information or answer any questions.

Sincerely,

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