

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

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

Dear [Recipient's Name],

I am writing to recommend [Candidate's Name] for [specific opportunity, position, or program]. I have had the pleasure of working with [him/her/them] for [duration of time] in my capacity as [your role] at [your organization].

During this time, I have been impressed by [his/her/their] [specific qualities or skills]. [Provide examples of accomplishments and contributions].

[Candidate's Name] possesses [mention specific skills or attributes relevant to the opportunity]. [Include any additional relevant experiences, projects, or achievements that highlight the candidate's qualifications].

I am confident that [Candidate's Name] will bring the same level of dedication and excellence to [the opportunity being applied for]. I highly recommend [him/her/them] without reservation.

Thank you for considering this recommendation. If you need any more information, please feel free to reach out to me.

Sincerely,

[Your Name]
[Your Title/Position]
[Your Organization]