

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

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

Dear [Recipient's Name],

I am writing to recommend [Name of the Person Being Recommended] for [specific opportunity or program]. I have had the pleasure of knowing [him/her/them] for [Duration] and can confidently attest to [his/her/their] skills and character.

[Provide specific examples of the person's skills, accomplishments, and character traits related to the opportunity.]

In conclusion, I wholeheartedly recommend [Name] for [Opportunity/Position]. I am confident that [he/she/they] will make a valuable addition to your [team/program].

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

Sincerely,

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