

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

[Recipient's Name]  
[Recipient's Title]  
[Company/Organization Name]  
[Company 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 [him/her/them] for [duration] as [his/her/their] [your relationship to the candidate] at [Your Company/Organization Name]. During this time, I have been consistently impressed with [his/her/their] ability to [specific skill or quality related to the opportunity].

[Candidate's Name] has demonstrated [another quality or achievement], which I believe makes [him/her/them] a perfect fit for [Company/Organization Name].

[Include specific examples of the candidate's contributions, skills, or accomplishments that are relevant to the position.]

I wholeheartedly recommend [Candidate's Name] for [specific position or opportunity]. I am confident that [he/she/they] will bring the same level of dedication and excellence to [Company/Organization Name] as [he/she/they] has shown in [his/her/their] time with us.

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

Sincerely,

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