

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

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

Dear [Recipient's Name],

I am writing to recommend [Candidate's Name] for [specific opportunity or position] at [company/organization name]. I have had the pleasure of working with [him/her/them] for [duration] at [your organization or context], where [he/she/they] has demonstrated [key skills/qualities relevant to the opportunity].

[Provide specific examples of experiences or achievements that showcase the candidate's strengths and suitability for the recommendation].

I am confident that [Candidate's Name] would be an asset to your organization, and I wholeheartedly endorse [his/her/their] application. Please feel free to contact me at [your phone number] or [your email] if you have any further questions.

Sincerely,

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