

[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 [YXL's Full Name] for [specific opportunity or position] at [Recipient Organization]. I have had the pleasure of working with YXL for [duration] at [Your Organization] where they have consistently demonstrated [positive traits/skills].

During their time with us, YXL [describe specific contributions, projects, or achievements]. Their ability to [specific skill or trait] has significantly benefitted our team, making them an invaluable member.

[YXL's Full Name] is not only [another positive trait], but also possesses [another skill or quality relevant to the position]. I am confident that they will bring the same level of commitment and excellence to [Recipient Organization] as they did with us.

I highly endorse YXL for this opportunity. Please feel free to contact me at [your phone number] or [your email] if you need further information.

Sincerely,

[Your Name]
[Your Position]