

[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 [YXX] for [specific opportunity, position, or program]. I have had the pleasure of knowing [him/her/them] for [duration] in my capacity as [your relationship to YXX] at [your organization/setting].

During this time, I have been consistently impressed by [his/her/their] [specific qualities, skills, or accomplishments]. For example, [provide a specific example or anecdote that illustrates these qualities].

[YXX] is also [mention additional skills or qualities and provide examples to support your statements]. I believe these attributes will make [him/her/them] a valuable asset to your [team/program].

In conclusion, I highly recommend [YXX] without reservation.

[He/She/They] has the potential to [mention the positive impact YXX can have in the new role]. Please feel free to contact me at [your phone number] or [your email address] if you need further information.

Sincerely,

[Your Name]  
[Your Title/Position]