

[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 [Candidate's Name] for [specific position/opportunity] at [Recipient's Organization]. I have had the pleasure of working with [Candidate's Name] for [duration] at [Your Organization], where they have consistently demonstrated [specific qualities/skills].

During their time as [Candidate's Role/Title], [he/she/they] was responsible for [specific responsibilities], and [he/she/they] excelled in [specific accomplishments or projects]. [Include a specific example of a notable achievement].

[Candidate's Name] is not only talented but also a [describe personal qualities, e.g., dedicated, hardworking, etc.], making [him/her/them] a valuable asset to any team. I am confident that [Candidate's Name] will bring the same level of commitment and excellence to [Recipient's Organization].

Please feel free to reach out to me at [your phone number] or [your email] if you have any questions or need further information.

Sincerely,

[Your Name]
[Your Title/Position]