

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

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

Dear [Recipient's Name],

I am writing to wholeheartedly recommend [Candidate's Name] for [specific position, program, or opportunity] at [Recipient's Organization]. I have had the pleasure of working with [Candidate's Name] for [duration] at [Your Organization] in the capacity of [Your Position]. During this time, I have been consistently impressed with [his/her/their] [specific qualities, skills, or attributes].

[Describe specific examples of the candidate's contributions, skills, or achievements that are relevant to the recommendation. Highlight any unique strengths that make the candidate stand out.]

[Candidate's Name] demonstrated [specific skill or quality] when [provide a concrete example]. This not only benefited our team but also showcased [his/her/their] commitment to [related value or goal].

Based on [his/her/their] exceptional abilities and work ethic, I have no doubt that [Candidate's Name] will bring the same dedication and talent to [Recipient's Organization]. I highly recommend [him/her/them] without reservation.

Should you require any further information, please feel free to contact me at [your phone number] or [your email address].

Sincerely,

[Your Name]
[Your Title]
[Your Organization]