

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

[Recipient's Name]  
[Recipient's 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 opportunity, position, or program]. I have had the pleasure of knowing and working with [Candidate's Name] for [duration] in my capacity as [Your Position] at [Your Organization].

During this time, [Candidate's Name] has demonstrated [specific qualities, skills, or achievements]. [Provide specific examples to illustrate these points].

I am confident that [Candidate's Name] will bring the same level of dedication and excellence to [specific opportunity, position, or program]. I wholeheartedly recommend [him/her/them] for [reason]. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you require any further information.

Sincerely,

[Your Name]  
[Your Position]  
[Your Organization]