

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

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

Dear [Recipient's Name],

I am writing to recommend [Name of the Person/Organization] for [specific purpose or opportunity]. My experience working with [him/her/them/it] has been [insert a brief description of your relationship and how long you've known them/it].

[Paragraph detailing specific qualities, skills, or experiences that make them/it a good candidate for the recommendation, including examples if possible.]

I am confident that [Name] will [describe expected contributions, outcomes, or impact]. [He/She/They/It] possess the qualities necessary to excel in this role and will bring [mention any unique attributes or perspectives].

Please feel free to contact me at [your phone number] or [your email] if you need any further information or clarification.

Thank you for considering this recommendation.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Position, if applicable]  
[Your Organization, if applicable]