

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

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

Dear [Recipient's Name],

I am writing to recommend [Candidate's Name] for [specific position/program] at [Company/Organization Name]. I have had the pleasure of working with [Candidate's Name] for [duration] at [Your Organization/Company Name], where I am [Your Position].

[Paragraph describing your relationship with the candidate and context of your recommendation.]

[Paragraph detailing the candidate's skills, accomplishments, and attributes relevant to the position/program.]

[Paragraph summarizing your overall impression of the candidate and your confidence in their ability to succeed.]

I wholeheartedly recommend [Candidate's Name] for [position/program] and believe they would be a valuable asset to your team. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you have any further questions.

Sincerely,

[Your Name]
[Your Position]
[Your Organization/Company Name]