

[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 highly recommend [Candidate's Name] for [specific position/program]. I have had the pleasure of working with [him/her/them] for [duration] at [Your Organization] where [he/she/they] excelled as [Candidate's Position].

During [his/her/their] time with us, [Candidate's Name] demonstrated [specific skills or qualities], and consistently delivered outstanding results, especially in [specific projects or responsibilities].

[He/She/They] showed remarkable [mention any pertinent traits, such as leadership, teamwork, innovation, etc.].

I am confident that [Candidate's Name] will be an asset to [Recipient's Organization/Program] and will contribute positively to your team.

[He/She/They] have my highest recommendation. 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]