

[Your Name]
[Your Position]
[Your Company/Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Recipient's Company/Organization]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to you to recommend [Candidate's Name] for [Position/Opportunity] at [Recipient's Company/Organization]. I have had the pleasure of working with [Candidate's Name] for [duration] at [Your Company/Organization] where [he/she/they] held the position of [Candidate's Position].

During [his/her/their] time with us, [Candidate's Name] demonstrated [specific qualities, skills, or achievements]. [Include detailed examples of their contributions, characteristics, or skills].

I am confident that [Candidate's Name] will bring the same dedication and expertise to [Recipient's Company/Organization] as [he/she/they] did in [his/her/their] role with us. I highly recommend [him/her/them] for this position.

Should you require any more information or wish to discuss [Candidate's Name] further, please feel free to contact me at [your phone number] or [your email address].

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Typed Name]