

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

Dear [Recipient Name],

I am writing to highly recommend [Candidate's Name] for [position/program/opportunity] at [Recipient Organization/Company]. I have had the pleasure of working with [Candidate's Name] for [duration] in my capacity as [Your Position] at [Your Organization/Company], where [he/she/they] has consistently demonstrated [specific qualities or skills].

During [his/her/their] time with us, [Candidate's Name] was responsible for [specific responsibilities or projects]. [He/She/They] excelled in [specific tasks or achievements], showcasing [his/her/their] ability to [specific skills or qualities relevant to the opportunity].

One of the most impressive aspects of [Candidate's Name] is [his/her/their] [specific trait, e.g., work ethic, creativity, dedication]. For instance, [provide a specific example or anecdote that illustrates this trait].

In addition to [his/her/their] professional capabilities, [Candidate's Name] is a pleasure to work with. [He/She/They] is always [positive quality, e.g., a team player, approachable], which makes [him/her/them] an asset to any team.

I am confident that [Candidate's Name] will bring the same commitment and excellence to [Recipient Organization/Company] as [he/she/they] has demonstrated in [his/her/their] time with us. I wholeheartedly recommend [him/her/them] for the [position/program/opportunity] and believe [he/she/they] will be a valuable addition to your team.

Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you require any further information.

Sincerely,

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