

[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 wholeheartedly recommend [Candidate's Name] for [specific position or opportunity] at [Recipient's Company/Organization]. I have had the pleasure of working with [Candidate's Name] for [duration] at [Your Company/Organization], where they have consistently demonstrated exceptional [skills/qualities] that make them a standout professional. During their time in [specific role or project], [Candidate's Name] [describe specific achievements, skills, or contributions]. Their ability to [mention relevant skills or attributes] has greatly benefited our team and contributed to our success in [specific outcomes or projects]. Moreover, [Candidate's Name] possesses excellent [soft skills, e.g., communication, teamwork, etc.], making them a joy to work with and an asset to any team. I am confident that their [relevant qualities/skills] will bring value to [Recipient's Company/Organization].

I highly recommend [Candidate's Name] without reservation. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you would like to discuss their qualifications further.

Sincerely,

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