

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

Dear [Recipient Name],

I am writing to recommend [Candidate's Name] for the [specific position or opportunity] at [Recipient Company/Organization]. I have had the pleasure of working with [Candidate's Name] for [duration of time] at [Your Company/Organization], where [he/she/they] has served as [Candidate's Position].

During [his/her/their] time with us, [Candidate's Name] has demonstrated exceptional skills in [specific skills or relevant area]. [He/She/They] consistently produced high-quality work and contributed positively to our team dynamics. [He/She/They] has a unique ability to [specific ability or trait], which has greatly benefited our projects, particularly [mention any specific project or achievement].

Moreover, [Candidate's Name] possesses strong [additional skills or traits relevant to the job], enabling [him/her/them] to navigate challenges effectively and stay motivated under pressure. [He/She/They] has shown remarkable adaptability and a commitment to continuous growth, making [him/her/them] an excellent fit for [Recipient Company/Organization].

I wholeheartedly recommend [Candidate's Name] for this position, as I am confident [he/she/they] will exceed your expectations and be a valuable asset to your team. If you require further information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

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