

[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 highly recommend [Candidate's Name] for the position of [Position Title] at [Company/Organization Name]. I have had the pleasure of working with [Candidate's Name] for [duration] at [Your Company/Organization], where [he/she/they] served as [Candidate's Position].

During this time, I was consistently impressed by [his/her/their] [specific skills, qualities, or achievements]. [Provide specific examples of the candidate's contributions, skills, or attributes that are relevant to the job they are applying for.]

In addition to [his/her/their] professional qualifications, [Candidate's Name] possesses exceptional [mention any interpersonal skills, work ethic, or attitude, e.g., communication skills, teamwork, adaptability]. [He/She/They] is highly respected by [his/her/their] peers and management, and [he/she/they] has demonstrated a strong commitment to [mention any relevant achievements or responsibilities].

I am confident that [Candidate's Name] will be a valuable asset to your team. [His/Her/Their] dedication and expertise will contribute significantly to the success of [Company/Organization Name].

Please feel free to reach out to me at [Your Phone Number] or [Your Email Address] if you have any further questions or would like to discuss [Candidate's Name]'s qualifications in more detail.

Thank you for considering this recommendation.

Sincerely,

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