

[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 recommend [Candidate's Name] for [specific position, opportunity, or purpose]. Throughout my time working with [him/her/them], I have been continually impressed with [his/her/their] [specific qualities relevant to the recommendation, e.g., skills, work ethic, achievements].

[Provide a brief overview of your relationship with the candidate and how long you have known them.]

[Insert specific examples or anecdotes that highlight the candidate's qualifications and suitability for the opportunity.]

In conclusion, I highly recommend [Candidate's Name] for [the specific opportunity] without reservation. I am confident that [he/she/they] will make a valuable contribution to your [team/organization].

Please feel free to contact me at [phone number] or [email address] should you require any further information or clarification.

Sincerely,

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