

[Your Name]  
[Your Title]  
[Your Organization]  
[Your Address]  
[City, State, ZIP Code]  
[Your Email Address]  
[Your Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Title]  
[Recipient's Organization]  
[Recipient's Address]  
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to recommend [Candidate's Name] for [position, program, opportunity] at [Recipient's Organization]. I have had the pleasure of working with [Candidate's Name] for [duration] at [Your Organization] and have been continually impressed with their [specific qualities, skills, or accomplishments].

During their time with us, [Candidate's Name] demonstrated [specific examples of skills or contributions]. Their ability to [specific ability] has had a significant impact on [specific outcomes].

In addition to their technical skills, [Candidate's Name] is [character traits, e.g., dependable, innovative], making them a valuable member of our team. I have no doubt that they will bring the same level of commitment and excellence to [Recipient's Organization].

I wholeheartedly recommend [Candidate's Name] for [position, program, opportunity] and believe they will exceed your expectations. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you require any further information.

Sincerely,

[Your Name]  
[Your Title]