

[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 opportunity, position, or program]. I have known [him/her/them] for [duration] in my capacity as [your position] at [your company/organization].

During this time, [Candidate's Name] has demonstrated [mention specific qualities, skills, or experiences relevant to the opportunity]. [Provide examples of accomplishments or contributions that highlight the candidate's strengths].

[He/She/They] has consistently shown [positive traits], which I believe will greatly benefit [the recipient's organization or program]. I am confident that [Candidate's Name] will exceed your expectations and make a significant impact.

Please feel free to contact me if you have any further questions or require additional information.

Sincerely,

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