

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to recommend [Candidate's Name] for [specific position or opportunity]. Having worked with [him/her/them] for [duration] at [Company/Organization Name], I have witnessed [his/her/their] exceptional skills and dedication firsthand.

During our time together, [Candidate's Name] demonstrated [specific skills or qualities related to the opportunity]. [Provide specific examples to illustrate these qualities].

I am confident that [Candidate's Name] will bring the same level of enthusiasm and commitment to [the new position or opportunity].

[He/She/They] would be an invaluable addition to your team.

Please feel free to contact me at [your phone number] or [your email] if you need any further information or specific examples of [Candidate's Name]'s work.

Sincerely,

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