

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

[Recipient's Name]  
[Recipient's Position]  
[Recipient's Organization]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

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

[Paragraph detailing specific skills, experiences, and contributions of the candidate. Include examples that highlight their strengths and suitability for the opportunity.]

[Another paragraph reinforcing your recommendation, possibly discussing the candidate's character, work ethic, and impact on team dynamics.]

I am confident that [Candidate's Name] will bring the same level of [enthusiasm/excellence/commitment] to [Recipient's Organization/Opportunity] as [he/she/they] has brought to [Your Organization]. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you need any more information.

Sincerely,

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