

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

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

Dear [Recipient Name],

I am writing to offer my wholehearted recommendation for [Candidate's Name] as a [position or opportunity they are applying for]. I have had the pleasure of working with [Candidate's Name] at [Your Organization] for [duration] and have been consistently impressed by their [mention key qualities, skills, or achievements].

During their time in [describe role, project, or task], [Candidate's Name] demonstrated [specific examples of skills or accomplishments].

[He/She/They] possess a unique combination of [mention specific traits or skills], which makes them an invaluable asset to any team.

[Provide additional details or anecdotes that illustrate the candidate's capabilities and character.]

I am confident that [Candidate's Name] will bring the same level of dedication and excellence to [ZQN or relevant opportunity]. Please feel free to contact me at [your phone number or email] if you require further information.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Position]