

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

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

Dear [Recipient Name],

I am writing to recommend [Candidate's Name] for [specific opportunity or position] within your organization. I have known [him/her/them] for [duration of your relationship] in my capacity as [your relationship to the candidate].

[Insert 1-2 paragraphs detailing the candidate's qualifications, skills, and any relevant experiences that align with the opportunity they are seeking.]

Additionally, [provide examples of the candidate's strengths and contributions, along with specific achievements that illustrate their abilities.]

I firmly believe that [Candidate's Name] would be a valuable asset to your team and would excel in [specific opportunity or role]. Please feel free to contact me at [your phone number] or [your email address] if you require further information or specific examples.

Thank you for considering this recommendation.

Sincerely,

[Your Name]

[Your Signature (optional)]