

[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 wholeheartedly recommend [Candidate's Name] for [specific position or opportunity] at [Recipient's Organization]. I have had the pleasure of working with [Candidate's Name] for [duration] at [Your Organization] as [his/her/their] [your relationship to the candidate]. Throughout this time, [Candidate's Name] has consistently demonstrated [qualities or skills related to the position]. [He/She/They] has contributed significantly to [specific projects or achievements] that [explain impact].

I have been particularly impressed by [specific example or anecdote illustrating the candidate's strengths]. This experience clearly shows [his/her/their] ability to [relevant skills or qualities].

I am confident that [Candidate's Name] will excel in [his/her/their] new role and be a valuable asset to your team at [Recipient's Organization].

I strongly endorse [his/her/their] application and encourage you to consider [him/her/them] for this opportunity.

Please feel free to contact me at [your phone number] or [your email] if you have any further questions.

Sincerely,

[Your Name]
[Your Position]