

[Your Name]  
[Your Position]  
[Your Company/Organization]  
[Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Position]  
[Recipient's Company/Organization]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to recommend [Candidate's Name] for [specific position, opportunity, or program] at [Company/Organization]. I had the pleasure of working with [Candidate's Name] at [Your Company/Organization] for [duration] where [he/she/they] held the position of [Candidate's Position].

During [his/her/their] time with us, [Candidate's Name] demonstrated exceptional [specific skills or traits] that significantly contributed to our team. For example, [provide a specific example or achievement]. [Candidate's Name] is not only [a specific skill or characteristic], but also [another quality or trait]. This was clearly reflected when [provide another example illustrating these traits].

I have no doubt that [Candidate's Name] will bring the same level of dedication and excellence to [Recipient's Company/Organization]. I highly recommend [him/her/them] for [specific position, opportunity, or program].

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

Sincerely,

[Your Name]  
[Your Position]