

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

Dear [Recipient Name],

I am writing to recommend [Candidate's Name] for [specific position or opportunity] at [Company/Organization Name]. I have known [Candidate's Name] for [duration] and have had the privilege of working with them in [capacity/relationship].

During our time together, [Candidate's Name] demonstrated [specific skills, qualities, or achievements]. For example, [provide specific example or anecdote]. Their ability to [describe relevant abilities or attributes] has greatly contributed to [specific project, task, or team]. [Candidate's Name] has consistently shown [qualities such as leadership, teamwork, dedication, etc.]. I am confident that they will bring the same level of commitment and insight to [Company/Organization Name].

I highly recommend [Candidate's Name] without reservation. Please feel free to contact me at [your phone number] or [your email address] if you have any questions or need further information.

Sincerely,

[Your Name]
[Your Position]