

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

[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company/Organization Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to wholeheartedly recommend [Candidate's Name] for [specific position or opportunity] at [Company/Organization Name]. I have had the pleasure of working with [him/her/them] for [duration of time] in my capacity as [Your Position] at [Your Company/Organization].

During this time, [Candidate's Name] demonstrated [his/her/their] [mention specific skills or qualities relevant to the position, e.g., leadership, work ethic, problem-solving abilities]. [He/She/They] consistently [provide specific examples of accomplishments or contributions].

I am confident that [Candidate's Name] will bring the same level of dedication and excellence to [Company/Organization Name]. [He/She/They] is not only a talented [professional/expert] but also a [positive trait, e.g., team player, innovative thinker, etc.].

I highly recommend [Candidate's Name] without reservation. Please feel free to contact me at [Your Phone Number] or [Your Email Address] for any further information.

Sincerely,

[Your Name]
[Your Position]
[Your Company/Organization]