

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

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

Dear [Recipient's Name],

I am writing to recommend [Candidate's Name] for [specific position, program, etc.]. I have had the pleasure of knowing [him/her/them] for [duration] as [his/her/their] [relationship, e.g., employer, professor, etc.] at [Your Company/Organization/Institution].

During this time, [Candidate's Name] has demonstrated [specific skills, qualities, and experiences relevant to the position, program, etc.].

[Provide specific examples to illustrate your points.]

[Candidate's Name] is [additional qualities, achievements, or contributions]. [Optional: Mention any relevant certifications or recognitions].

I am confident that [he/she/they] will be a valuable addition to your [team/organization]. I wholeheartedly recommend [him/her/them] for [position/program] without reservation.

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

Sincerely,

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