

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

Dear [Recipient's Name],

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

During [his/her/their] time with us, [Candidate's Name] demonstrated exceptional [skills/qualities related to the position]. [He/She/They] consistently [provide an example of a relevant accomplishment or contribution].

[Candidate's Name] is not only a talented [professional/skill] but also brings [additional qualities like teamwork, leadership, etc.] to the table. [He/She/They] has a remarkable ability to [example of a soft skill, e.g., communicate effectively, solve problems, etc.], which will certainly benefit your team.

I am confident that [Candidate's Name] will excel in [specific position or opportunity] and contribute positively to [Recipient's Company/Organization]. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you have any questions or require further details.

Sincerely,

[Your Name]  
[Your Title]  
[Your Company/Organization]