

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

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

Dear [Recipient's Name],

I am writing to recommend [Candidate's Name] for [specific opportunity or position] at [Recipient's Organization]. I have had the pleasure of knowing and working with [Candidate's Name] for [duration] at [Your Organization], where [he/she/they] has demonstrated exceptional [skills or qualities relevant to the position].

During the time we worked together, [Candidate's Name] had a significant impact on [specific project or task], showcasing [his/her/their] abilities in [specific skills or attributes]. [He/She/They] consistently exhibited a strong work ethic, attention to detail, and a willingness to go above and beyond to achieve goals.

One of the key highlights of [Candidate's Name]'s time with us was [specific example or achievement]. This experience not only highlighted [his/her/their] skills but also illustrated [his/her/their] capacity to work collaboratively with others and [any other relevant qualities].

I am confident that [Candidate's Name] will bring the same level of enthusiasm and dedication to [Recipient's Organization]. [He/She/They] would be a valuable addition to your team, and I wholeheartedly recommend [him/her/them] for [mention specific opportunity or position].

Should you require any further information, please feel free to contact me at [your phone number] or [your email address].

Sincerely,

[Your Name]  
[Your Position]  
[Your Organization]