

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

Dear [Recipient's Name],

I am writing to recommend [Name of the Person You Are Recommending] for [specific position, program, or opportunity]. I have had the pleasure of knowing [him/her/them] for [duration] as [his/her/their] [your relationship to the candidate], and I have witnessed [his/her/their] [mention any relevant qualities or skills].

During [his/her/their] time at [Company/Organization], [Name] demonstrated [specific example of skills or contributions], which significantly impacted our [team/project]. [He/She/They] is particularly adept at [mention any relevant abilities or traits].

I confidently endorse [Name] for [position/opportunity] based on [his/her/their] [mention any strong qualities or experiences]. I believe [he/she/they] will be an asset to [Recipient's Company/Organization].

If you have any further questions, please feel free to contact me at [your phone number] or [your email address].

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Name]  
[Your Position]