

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

[Recipient's Name]
[Recipient's Title/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, position, or program]. I have had the pleasure of working with [him/her/them] for [duration] at [Your Organization], where [he/she/they] served as [Candidate's Position].

During this time, I have been consistently impressed with [Candidate's Name]'s [specific skills, qualities, or achievements]. [He/She/They] demonstrated [example of relevant experience or accomplishment].

[Include a personal anecdote or specific example that highlights the candidate's strengths or contributions.]

I firmly believe that [Candidate's Name] will bring the same level of enthusiasm, dedication, and expertise to [the new position/opportunity] as [he/she/they] did at [Your Organization].

Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you require any more information or further insights regarding [Candidate's Name].

Sincerely,

[Your Name]
[Your Title/Position]
[Your Organization]