

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

Dear [Recipient's Name],

I am writing to recommend [Candidate's Name] for [specific position, program, or opportunity] at [Recipient's Organization]. I have had the pleasure of working with [Candidate] for [duration] at [Your Organization], where I serve as [Your Position].

During this time, I have been consistently impressed by [Candidate's Name]'s [mention key qualities or skills]. [He/She/They] has demonstrated exceptional [specific examples of skills or experiences] that will greatly benefit [Recipient's Organization].

[Provide specific examples of achievements or contributions made by the candidate that showcase their suitability for the position.]

I am confident that [Candidate's Name] will excel and make meaningful contributions to your team. [He/She/They] bring[s] a unique combination of [mention additional skills or traits] that will be an asset to [Recipient's Organization].

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

Sincerely,

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