

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

[Recipient's Name]  
[Recipient's Title]  
[Recipient's 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 Organization]. I have had the pleasure of working with [Candidate's Name] for [duration] at [Your Organization] where [he/she/they] served as [Candidate's Title/Role].

During this time, [Candidate's Name] exhibited remarkable [skills/qualities relevant to the position], including [specific examples]. [He/She/They] consistently demonstrated [add specific achievements, contributions, or attributes relevant to the prospective role].

[Insert a paragraph detailing specific projects or experiences that highlight the candidate's capabilities, work ethic, and any relevant outcomes.]

I am confident that [Candidate's Name] will bring the same level of excellence and dedication to [Recipient's Organization] as [he/she/they] exhibited during [his/her/their] time at [Your Organization]. I highly recommend [him/her/them] without reservation.

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

Sincerely,

[Your Name]  
[Your Title]