

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

During this time, [Candidate's Name] demonstrated [specific skills, qualities, or achievements]. [He/She/They] consistently [describe notable contributions or projects]. [Candidate's Name] is known for [specific traits or abilities], which makes [him/her/them] a valuable asset to any team.

I wholeheartedly recommend [Candidate's Name] for [position, program, etc.]. I am confident that [he/she/they] will exceed your expectations and contribute positively to [Recipient's Company/Organization].

Please feel free to contact me at [your phone number] or [your email address] if you need any further information or specific examples of [Candidate's Name]'s work.

Sincerely,

[Your Name]  
[Your Position]