

[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 wholeheartedly recommend [Candidate's Name] for [specific position or program] at [PBI or organization name]. I have had the pleasure of working with [Candidate's Name] for [duration] in my capacity as [Your Position] at [Your Organization].

During this time, I have been consistently impressed by [his/her/their] exceptional skills in [specific skills or attributes]. [He/She/They] demonstrated [describe specific accomplishments or projects related to the position], showcasing [his/her/their] ability to [explain relevant experiences].

[Candidate's Name] is not only a dedicated and talented [professional/student], but also exhibits qualities such as [mention soft skills or personal attributes, e.g., leadership, teamwork, problem-solving]. [Provide an example illustrating these qualities].

I am confident that [Candidate's Name] will bring [his/her/their] strong work ethic and enthusiasm to [PBI or organization], making a significant impact [mention specific ways they could contribute].

Please feel free to contact me at [your phone number] or [your email address] if you require any further information or insights regarding [Candidate's Name].

Sincerely,

[Your Name]
[Your Title/Position]