

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

Dear [Recipient's Name],

I am writing to enthusiastically recommend [Candidate's Name] for [position, program, opportunity] at [Organization/Company]. I have had the pleasure of working with [Candidate's Name] for [duration] at [Your Organization], where [he/she/they] has been [description of the candidate's role and responsibilities].

During this time, [Candidate's Name] demonstrated exceptional [skills/qualities relevant to the opportunity], particularly in [specific projects or experiences]. [He/She/They] consistently [provide examples of achievements or contributions], showcasing [his/her/their] commitment to [specific goals or values relevant to the opportunity].

[Optional: Insert a personal anecdote or a significant project that highlights the candidate's capabilities.]

I am confident that [Candidate's Name] will bring [his/her/their] strong work ethic, innovative thinking, and dedication to excellence to [Organization/Company]. [His/Her/Their] ability to [mention relevant skills] will be an asset in [specific context related to the opportunity].

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

Thank you for considering this recommendation.

Sincerely,

[Your Name]
[Your Position]
[Your Organization]