

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

[Recipient's Name]  
[Company's Name]  
[Company's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to recommend [Job Seeker's Name] for employment with [Company's Name]. I have known [Job Seeker's Name] for [duration] as [his/her/their] [relationship, e.g., supervisor, colleague, etc.]. [Job Seeker's Name] is an exceptional individual with a strong work ethic and a deep commitment to [his/her/their] professional development. [He/She/They] possesses skills in [mention specific skills or experience relevant to the job].

During the time I have worked with [Job Seeker's Name], [he/she/they] has consistently demonstrated [provide specific examples of work performance, soft skills, or accomplishments]. I have no doubt that [he/she/they] will bring the same dedication and expertise to [Company's Name].

In addition to [his/her/their] technical skills, [Job Seeker's Name] has excellent interpersonal abilities. [He/She/They] works well in teams and connects easily with coworkers and clients alike. [Provide an example of a situation demonstrating this quality].

I wholeheartedly recommend [Job Seeker's Name] for the position at [Company's Name]. I am confident that [his/her/their] unique skills and experience will be a valuable asset to your team.

Should you require any further information, please do not hesitate to contact me at [your phone number] or [your email address].

Sincerely,

[Your Name]  
[Your Job Title]  
[Your Company Name] (if applicable)