

[Your Name]
[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 highly recommend [Candidate's Name] for [specific position/opportunity]. I have had the pleasure of knowing [him/her/them] for [duration] in my capacity as [your position] at [your organization/school].

During [his/her/their] time with us, [Candidate's Name] has demonstrated [specific qualities or skills]. [Provide examples of contributions or achievements].

[He/She/They] is particularly skilled in [mention specific skills or areas relevant to the opportunity], and [describe an instance where these skills were effectively utilized].

I firmly believe that [Candidate's Name] would be an excellent fit for [position/opportunity] and would greatly contribute [his/her/their] talents to your team.

Please feel free to contact me at [your phone number] or [your email address] if you need any more information or specific examples.

Sincerely,

[Your Name]
[Your Title]
[Your Organization]