

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

Dear [Recipient's Name],

I am writing to recommend [Candidate's Name] for [position or opportunity] at [Company/Organization Name]. I have had the pleasure of knowing [Candidate's Name] for [duration of acquaintance] and have been consistently impressed with their [attributes or skills].

During our time together at [context of relationship, e.g., work, school], I witnessed [specific example of skills or achievements].

[Candidate's Name] has a strong ability to [specific skill or trait relevant to the opportunity].

[He/She/They] is not only [personal trait] but also demonstrates [another skill or quality]. I believe these qualities would make [him/her/them] an excellent fit for [position or opportunity].

I wholeheartedly recommend [Candidate's Name] and am confident that [he/she/they] will exceed your expectations. If you have any questions or need further information, please feel free to contact me at [your phone number] or [your email address].

Thank you for considering this recommendation.

Sincerely,

[Your Name]
[Your Position/Title]
[Your Company/Organization]