

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

Dear [Recipient's Name],

I am writing to enthusiastically recommend [Name of the Person Being Recommended] for [the position, opportunity, or program they are applying for] at [Company/Organization Name]. I have had the pleasure of knowing and working with [Name] for [duration of time] in my capacity as [Your Position] at [Your Company/Organization].

During this time, I have been consistently impressed by [his/her/their] [qualities or skills relevant to the opportunity, e.g., work ethic, creativity, leadership, etc.]. [Provide specific examples of achievements or contributions made by the person being recommended].

[Name] possesses a remarkable ability to [specific skill or trait], which I believe will be a tremendous asset to your team. [Further elaborate on their strengths and relevant experiences that align with the opportunity].

I have no doubt that [Name] will excel in [his/her/their] new role and make a positive impact at [Company/Organization Name]. I wholeheartedly recommend [him/her/them] for this [position, opportunity, or program] and am confident that [he/she/they] will exceed your expectations.

If you have any questions or would like more information, please feel free to contact me at [your phone number] or [your email].

Thank you for considering this recommendation.

Sincerely,

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