

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to recommend [Candidate's Name] for [specific opportunity, e.g., a job, internship, etc.].

During the time that I have known [Candidate's Name], I have been consistently impressed by their [mention specific skills, qualities, or experiences relevant to the opportunity]. For instance, [provide a specific example or anecdote that highlights their capabilities]. Additionally, [Candidate's Name] demonstrates exceptional [mention another relevant trait, e.g., teamwork, leadership, problem-solving skills]. They have a natural ability to [describe a positive attribute or contribution].

I believe [Candidate's Name] would be a tremendous asset to [mention the organization or opportunity]. I wholeheartedly recommend them for [specific role or opportunity] without reservation.

Please feel free to reach out if you need any more information or further insights about [Candidate's Name].

Best regards,

[Your Name]
[Your Contact Information]