

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

[Recipient Name]
[Recipient Position]
[Recipient Organization]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to highly recommend [Candidate's Name] for [position or opportunity] at [Organization/Institution Name]. I have had the pleasure of working with [Candidate's Name] for [duration] at [Your Organization], where they served as [Candidate's Position].

During this time, I was consistently impressed with [Candidate's Name]'s [mention qualities, skills, and contributions]. [Include specific examples of their achievements or projects].

[Candidate's Name] has demonstrated [relevant traits/skills, such as leadership, teamwork, work ethic]. Additionally, their ability to [mention any relevant experiences or aptitudes related to the position they are applying for] makes them an excellent fit for [specific role or program].

I have no doubt that [Candidate's Name] will bring the same level of commitment and excellence to [Organization/Institution Name] as they have consistently shown in our time working together.

Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you require any further information or specific examples of [Candidate's Name]'s qualifications.

Sincerely,

[Your Name]
[Your Position]
[Your Organization]