

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

Dear [Recipient Name],

I am writing to wholeheartedly recommend [Candidate's Name] for [specific position or opportunity] at [Recipient's Company/Organization]. I have had the pleasure of working with [Candidate's Name] for [duration of time] at [Your Company/Organization] where they held the position of [Candidate's Position].

During this time, [Candidate's Name] demonstrated remarkable skills in [specific skills or qualities relevant to the position]. [He/She/They] consistently delivered high-quality work and exhibited a strong commitment to [relevant aspects of work, team collaboration, etc.].

One of the standout projects [Candidate's Name] worked on was [briefly describe a project or achievement]. This experience not only showcased their ability to [mention relevant skills or attributes], but also highlighted [his/her/their] strong work ethic and dedication.

I am confident that [Candidate's Name] would be a tremendous asset to your team. [His/Her/Their] [mention any additional qualities or experiences that make the candidate a good fit for the new position]. Please feel free to contact me at [your phone number] or [your email address] should you require any more information or insights regarding [Candidate's Name].

Thank you for considering this application.

Sincerely,

[Your Name]
[Your Title/Position]