

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

[Recipient's Name]  
[Recipient's Title/Position]  
[Recipient's Organization]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to recommend [Candidate's Name] for [specific position or opportunity] at [Recipient's Organization]. I have had the pleasure of working with [him/her/them] for [duration] at [Your Organization], where [he/she/they] excelled as [Candidate's Position/Role].

During [his/her/their] time with us, [Candidate's Name] demonstrated [specific skills or attributes, e.g., leadership, dedication, expertise]. One of the highlights of [his/her/their] tenure was [specific example or achievement].

I am confident that [Candidate's Name] will bring the same level of commitment and skill to [Recipient's Organization]. [He/She/They] would be a valuable addition to your team, and I wholeheartedly endorse [his/her/their] application.

Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you require any further information.

Sincerely,

[Your Name]  
[Your Title/Position]