

[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 formally recommend [Candidate's Name] for [specific position or opportunity] at [Recipient's Organization]. I have had the pleasure of working with [Candidate's Name] at [Your Organization] for [duration] and can attest to their [specific qualities, skills, or experiences relevant to the opportunity].

During [his/her/their] time with us, [Candidate's Name] demonstrated exceptional [specific skill or quality], particularly in [specific project or task]. [He/She/They] consistently [description of performance, contributions, or achievements].

I am confident that [Candidate's Name] will bring the same level of dedication and excellence to [Recipient's Organization] that [he/she/they] showcased while working with us. I wholeheartedly recommend [him/her/them] for [specific position or opportunity].

Please feel free to contact me at [your phone number] or [your email address] if you have any further questions.

Sincerely,

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