

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

Dear [Recipient's Name],
I am writing to recommend [Candidate's Name] for [the position, program, opportunity, etc.]. I have had the pleasure of working with [him/her/them] for [duration] at [Your Organization], where [he/she/they] [describe the candidate's role, responsibilities, and contributions]. During [his/her/their] time with us, [Candidate's Name] demonstrated [specific skills, qualities, or achievements]. [He/She/They] consistently [provide examples of contributions or projects].

One of [his/her/their] standout qualities is [mention a particular strength or attribute related to the opportunity]. This skill was particularly evident when [describe a specific situation or project]. I have no doubt that [Candidate's Name] will bring the same level of commitment and excellence to [the new position, program, opportunity, etc.]. [He/She/They] would be a valuable addition to your [team, organization, etc.].

If you require further information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,
[Your Name]
[Your Position]