

[Your Name]
[Your Title]
[Your Organization]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title]
[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, program, or opportunity] at [Recipient's Organization]. I have had the pleasure of working with [Candidate's Name] for [duration] at [Your Organization], where [he/she/they] held the position of [Candidate's Position].

During this time, I found [Candidate's Name] to be [describe key qualities - e.g., diligent, dedicated, capable], demonstrating notable skills in [specific skills or achievements]. [Provide an example or two of their work/achievements, emphasizing impact or results].

[Candidate's Name] worked on [specific project or task], where [he/she/they] [describe contribution and outcome]. This experience highlighted [his/her/their] ability to [mention relevant skills or attributes].

I am confident that [Candidate's Name] will be an asset to your team at [Recipient's Organization]. [He/She/They] possesses the [qualities or skills that relate to the position], and I wholeheartedly endorse [him/her/them] for this opportunity.

Please feel free to contact me at [your contact information] should you require any further information.

Sincerely,

[Your Name]
[Your Title]