

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

Dear [Recipient's Name],

I am writing to wholeheartedly recommend [Candidate's Name] for [specific program, position, or opportunity] at XL. I have had the pleasure of working with [Candidate's Name] for [duration] in [context of relationship], and I can confidently say that they possess the skills and qualities that make them an ideal candidate for this opportunity.

Throughout our time together, [Candidate's Name] has demonstrated exceptional [skill/quality], particularly in [specific examples or projects]. Their ability to [specific abilities or contributions] has significantly impacted [results or outcomes achieved].

In addition to their technical skills, [Candidate's Name] is also known for their [personal qualities, such as leadership, teamwork, work ethic, etc.]. They have consistently [describe behaviors or instances that exemplify these qualities].

I firmly believe that [Candidate's Name] would be a valuable asset to the XL team, bringing not only their expertise but also their [valuable personal attributes]. I strongly recommend [Candidate's Name] without reservation and am confident that they will exceed your expectations. Please feel free to contact me at [your phone number] or [your email address] if you require any further information.

Sincerely,

[Your Name]  
[Your Position]  
[Your Organization]