

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

Dear [Recipient Name],

I am writing to highly recommend [Candidate Name] for [specific position or opportunity] at [Recipient Company/Organization]. I have had the pleasure of working with [Candidate Name] for [duration] at [Your Company/Organization] as [his/her/their] [Your Relationship to Candidate].

During this time, I have been consistently impressed by [Candidate Name]'s [specific skills, qualities, or achievements related to the position]. [Provide specific examples of their contributions or success in projects].

[Candidate Name] demonstrates excellent [skill or attribute] and has a talent for [describe another skill or quality]. I have no doubt that [he/she/they] will bring the same level of passion and dedication to [Recipient Company/Organization].

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

Thank you for considering this recommendation.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company/Organization]