

```xml YYYY-MM-DD Sender's Name Sender's Organization

*Sender's Address*

Sender's Phone Number Sender's Email Recipient's Name Recipient's Organization

*Recipient's Address*

Dear [Recipient's Name],

I am writing to recommend [Candidate's Name] for [Position/Opportunity]. I have had the pleasure of working with [him/her/them] for [duration] at [Organization/Company]. During [his/her/their] time with us, [Candidate's Name] demonstrated [specific skills/attributes]. [He/She/They] [provide examples of accomplishments or contributions]. I am confident that [Candidate's Name] will be a valuable asset to [Recipient's Organization]. [His/Her/Their] [traits/special skills] make [him/her/them] an excellent fit for the position.