

[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 [specific opportunity, position, program, etc.]. I have had the pleasure of working with [him/her/them] for [duration] at [your organization or context] as [your relationship to the candidate].

During this time, [Candidate's Name] has consistently demonstrated [specific skills, qualities, or achievements]. For instance, [provide an example of a relevant accomplishment or characteristic that illustrates your point].

In addition to [his/her/their] technical skills, [Candidate's Name] is also [mention soft skills or interpersonal qualities]. [He/She/They] has shown [specific example or situation that highlights these qualities]. I firmly believe that [Candidate's Name] would be an excellent fit for [specific opportunity] due to [reason why they are suitable]. I am confident that [he/she/they] will bring [specific attributes] to your [organization, team, program, etc.].

Please feel free to contact me at [your phone number] or [your email] if you have any further questions or require additional information regarding my recommendation.

Thank you for considering [Candidate's Name] for [specific opportunity].

Sincerely,
[Your Name]

[Your Position]