

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to recommend [Candidate's Name] for [the position, program, etc.]. I have had the pleasure of working with [him/her/them] at [Your Company/Organization] for [duration], where [he/she/they] held the position of [Candidate's Position].

During this time, [Candidate's Name] has demonstrated [his/her/their] exceptional skills in [specific skills or attributes relevant to the recommendation]. [He/She/They] has consistently [describe an example of a significant achievement or contribution].

[Candidate's Name] is [mention personal qualities or characteristics].

[He/She/They] [provide examples that showcase these traits].

I am confident that [he/she/they] will be a valuable addition to [Recipient's Company/Program]. Should you need any further information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

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