

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

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

Dear [Recipient's Name],

I am writing to wholeheartedly recommend [YZ] for [specific opportunity, job, program, etc.]. I have had the pleasure of working with [YZ] for [duration] at [your organization] and have been consistently impressed by their [mention specific qualities, skills, and experiences].

During our time together, [YZ] demonstrated [specific examples of skills or achievements]. Their ability to [describe an important trait or ability] was instrumental in [mention a project or outcome].

[YZ] is not only [mention a positive personal attribute], but they also [describe another relevant attribute or skill]. I am confident that they will bring the same level of dedication and excellence to [the new opportunity].

Please feel free to contact me at [your phone number] or [your email address] if you have any further questions or need more information.

Sincerely,

[Your Name]
[Your Title/Position]