

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

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

Dear [Recipient Name],

I am writing to recommend [Candidate's Name] for [Position/Opportunity] at [Company/Organization Name]. I have had the pleasure of knowing and working with [him/her/them] for [duration] at [Your Organization/Company Name], where I am [Your Position].

During [his/her/their] time with us, [Candidate's Name] demonstrated exceptional [skills/qualities relevant to the position]. [He/She/They] consistently [provide a specific example of a relevant skill or achievement]. For instance, [describe an accomplishment or project that highlights the candidate's abilities].

[Candidate's Name] is not only a talented [profession/role], but also an individual of great character. [He/She/They] possess a strong work ethic, excellent communication skills, and the ability to work collaboratively within a team. [Include another example that illustrates these qualities].

I am confident that [Candidate's Name] will be an asset to [Company/Organization Name] and will exceed your expectations in the [Position/Opportunity]. I wholeheartedly recommend [him/her/them] without reservation.

Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you require any further information.

Sincerely,

[Your Name]  
[Your Job Title]  
[Your Organization/Company Name]  
[Your Signature (if sending a hard copy)]