

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

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

Dear [Recipient Name],

I am writing to recommend [YXY's Name] for [specific opportunity, position, or program]. I have had the pleasure of working with [YXY] for [duration] at [your organization or context of relationship], where [he/she/they] has proven to be [mention key qualities such as hardworking, dedicated, skilled, etc.].

During [his/her/their] time with us, [YXY] demonstrated [describe specific skills, experiences, or contributions that are relevant to the opportunity]. One notable instance was when [provide a specific example that illustrates YXY's qualities].

[YXY's Name] is not only [a quality or skill], but also [another quality or skill]. [He/She/They] approaches challenges with [positive attitude, problem-solving skills, etc.], making [his/her/their] a valuable team member. I am confident that [he/she/they] will [mention the expected contributions or impact] in [the new opportunity or position].

In conclusion, I strongly recommend [YXY's Name] for [specific opportunity]. I have no doubt that [he/she/they] will exceed your expectations and be a great asset to your team. Please feel free to contact me at [your phone number] or [your email address] if you require any further information.

Sincerely,

[Your Name]  
[Your Title/Position]