

[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 recommend [YY Z] for [the position, opportunity, etc.] at [Organization/Company]. I have had the pleasure of working with [YY Z] for [duration of time], during which I served as [your relationship to YY Z], and I have consistently been impressed by their [qualities, skills, or achievements].

[YY Z] has demonstrated exceptional [specific skills or attributes] throughout our time together. For example, [provide a specific example of a project or task that illustrates these qualities]. Their ability to [specific skill/attribute] has greatly benefited our team and contributed to our overall success.

In addition to their technical skills, [YY Z] is also a [personal qualities, such as teamwork, leadership, work ethic]. They have an innate ability to [describe another skill or quality], making them an integral part of our team.

I have no doubt that [YY Z] will bring the same level of dedication and excellence to [new position/opportunity] as they did in their role with us. I wholeheartedly recommend [YY Z] without reservation.

If you have any questions or need further information, please feel free to contact me at [your phone number] or [your email address].

Sincerely,

[Your Name]
[Your Title/Position]
[Your Organization]