

Subject: Recommendation for [Candidate's Name]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to wholeheartedly endorse [Candidate's Name] for [specific position or opportunity]. I have had the pleasure of knowing [him/her/them] for [duration] in my capacity as [your position] at [your organization].

During this time, [Candidate's Name] has demonstrated exceptional skills in [specific skills or qualities related to the opportunity].

[He/She/They] has consistently shown [specific examples of achievements or contributions].

What sets [Candidate's Name] apart is [unique qualities or experiences].

[He/She/They] possesses an admirable work ethic and has shown a remarkable ability to [relevant skills or competencies]. [Candidate's Name]'s contributions to [specific projects or initiatives] have had a significant impact on [describe the impact].

I am confident that [Candidate's Name] will bring the same level of excellence and dedication to [the new role or opportunity]. I strongly recommend [him/her/them] without reservation and am certain that [he/she/they] will be a tremendous asset to your team.

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

Best regards,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]