

[Your Name]
[Your Position]
[Your Company/Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Recipient's Company/Organization]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to highly recommend [Candidate's Name] for [position or opportunity] at [Recipient's Company/Organization]. I have had the pleasure of working with [Candidate's Name] for [duration] at [Your Company/Organization] in the capacity of [your relationship to the candidate].

During this time, I have been impressed with [his/her/their] [mention specific qualities or skills relevant to the position, e.g., work ethic, leadership, technical skills]. For example, [provide a specific example or anecdote that illustrates these qualities].

[Candidate's Name] also excels in [mention additional qualities, soft skills, or achievements], which I believe will greatly benefit [Recipient's Company/Organization]. [Provide another specific example or contribution made by the candidate].

I am confident that [Candidate's Name] will be a valuable asset to your team and will contribute positively to [Recipient's Company/Organization]. I wholeheartedly endorse [him/her/them] for [position or opportunity] and encourage you to consider [his/her/their] application.

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

Sincerely,

[Your Name]
[Your Position]
[Your Company/Organization]