

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

[Recipient Name]
[Recipient Title]
[Company/Organization Name]
[Company 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 working with [Candidate's Name] for [Duration] at [Your Company/Organization], where they held the position of [Candidate's Position].

During this time, [Candidate's Name] demonstrated exceptional [skills/qualities related to the position], particularly in [specific example or achievement]. Their ability to [describe a relevant skill or experience] made a significant impact on our [team/project/company]. [Add more specific examples to illustrate their strengths and contributions.]

I am confident that [Candidate's Name] will bring the same level of enthusiasm and dedication to [Company/Organization Name] as they did during their time with us. I highly recommend [him/her/them] without reservation, and I believe [he/she/they] will be a valuable asset to your team.

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

Sincerely,

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