

Subject: Recommendation for [Recipient's Name]

Dear [Recipient's Name or "Hiring Committee"],

I am pleased to recommend [Applicant's Name] for [specific position or opportunity] at [Company/Organization Name]. I have had the pleasure of knowing and working with [Applicant's Name] for [duration] as [his/her/their] [relationship, e.g., supervisor, professor, etc.]. During this time, [he/she/they] demonstrated [specific skills, qualities, or experiences related to the position]. [Include specific examples of accomplishments, responsibilities, or contributions that highlight the applicant's qualifications].

[Applicant's Name] possesses [mention any relevant skills or attributes].

[He/She/They] has shown exceptional ability in [specific examples or situations], making [him/her/them] a great fit for [Company/Organization Name].

I am confident that [his/her/their] skills and dedication will greatly benefit [Company/Organization Name]. I highly recommend [Applicant's Name] without reservation.

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

Warm regards,

[Your Name]

[Your Position]

[Your Company/Organization]

[Your Contact Information]