

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

[Recipient Name]  
[Recipient Title/Position]  
[Company/Organization Name]  
[Company Address]  
[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to recommend [Candidate's Name] for [specific position, program, etc.]. I have had the pleasure of knowing [him/her/them] for [duration] as [his/her/their] [your relationship, e.g., supervisor, teacher] at [Company/School Name].

During this time, [Candidate's Name] has consistently demonstrated [specific skills, qualities, and contributions]. [He/She/They] has shown exceptional [mention relevant abilities or characteristics], making significant impacts in [specific projects, responsibilities, or contributions].

[Provide specific examples and anecdotes that illustrate the candidate's skills and character].

I wholeheartedly recommend [Candidate's Name] for [position or opportunity]. I am confident that [he/she/they] will excel and bring valuable contributions to your team.

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

Sincerely,

[Your Name]  
[Your Job Title]