

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

Dear [Recipient's Name],

I am writing to recommend [Candidate's Name] for [specific position or opportunity] at [Recipient's Company]. I have had the pleasure of working with [Candidate's Name] for [duration] at [Your Company], where [he/she/they] held the position of [Candidate's Position].

During this time, [Candidate's Name] demonstrated exceptional skills in [specific skills or areas of expertise], consistently producing outstanding results. [He/She/They] is not only [mention qualities such as hardworking, reliable, etc.], but also [mention additional positive traits or contributions].

One of the most notable projects [Candidate's Name] worked on was [describe a specific project or achievement]. This experience highlighted [his/her/their] ability to [mention key skills or traits relevant to the recommendation].

I have no doubt that [Candidate's Name] will bring the same level of dedication and excellence to [Recipient's Company]. I wholeheartedly support [his/her/their] application and am confident [he/she/they] will be a valuable asset to your team.

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 Signature (if sending a hard copy)]
[Your Printed Name]
[Your Job Title]
[Your Company]