

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

Dear [Recipient's Name],

I am writing to recommend [Candidate's Name] for [specific position, program, opportunity, etc.]. I have had the pleasure of working with [him/her/them] for [duration] at [Your Organization/Company], where [he/she/they] has held the position of [Candidate's Position]. During [his/her/their] time here, [Candidate's Name] has demonstrated [mention specific skills, achievements, and qualities]. [Include specific examples to support your claims].

[Candidate's Name] has the ability to [mention relevant abilities or traits related to the opportunity]. I believe [he/she/they] would be a valuable asset to [Recipient's Organization/Company] because [reason]. I wholeheartedly endorse [Candidate's Name] for [specific position, program, opportunity, etc.]. If you have any further questions, please feel free to contact me at [your phone number] or [your email address]. Thank you for considering this recommendation.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position/Title]