

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

[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to recommend [Candidate's Name] for [specific position, program, or opportunity] at [Company/Organization Name]. I have had the pleasure of knowing [Candidate's Name] for [length of time] and have witnessed their [mention relevant skills, qualities, or experiences]. During our time working together at [Your Company/Organization], [Candidate's Name] demonstrated [specific examples of achievements or qualities]. Their ability to [describe relevant skills or attributes] sets them apart from their peers.

I am confident that [Candidate's Name] will bring the same dedication and enthusiasm to [new position or opportunity]. I strongly recommend them without reservation.

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

Sincerely,

[Your Name]
[Your Title]
[Your Company/Organization Name]