

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

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

Dear [Recipient's Name],

I am writing to wholeheartedly recommend [Candidate's Name] for [position, program, or opportunity] at [Recipient's Organization]. I have had the pleasure of working with [Candidate's Name] for [duration of time] in my role as [Your Position] at [Your Organization].

During this time, I have been consistently impressed by [his/her/their] [mention specific skills, qualities, or achievements]. [Provide a brief example or anecdote that highlights these qualities.]

I am confident that [Candidate's Name] will bring [his/her/their] strong work ethic and passion for [field/industry] to [Recipient's Organization]. I believe [he/she/they] would be an excellent addition to your team.

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

Sincerely,
[Your Name]