

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

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

Dear [Recipient's Name],

I am writing to recommend [Candidate's Name] for [specific opportunity, position, or program]. I have had the pleasure of working with [him/her/them] for [duration] at [Your Organization] in the capacity of [your relationship to the candidate].

In this time, I have observed [his/her/their] exceptional [skills/qualities], particularly in [specific examples or projects]. [Candidate's Name]'s ability to [specific ability or trait] has made a positive impact on [example of a team, project, or organization]. Additionally, [he/she/they] has demonstrated [further skills or achievements], showcasing [his/her/their] commitment and capability. [Candidate's Name] is not only [positive trait], but also [another positive trait], making [him/her/them] a perfect fit for [the opportunity].

I am confident that [Candidate's Name] will excel in [new role/opportunity] and contribute effectively to your team. Please feel free to contact me at [your phone number] or [your email address] if you need any further information.

Sincerely,

[Your Name]  
[Your Position]