

Date: [Insert Date]

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

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

Dear [Recipient's Name],

I am writing to express my strong support for [Candidate's Name] in their application for the [Job Title] position at [Company's Name]. I have had the pleasure of working with [Candidate's Name] for [duration] at [Your Company/Organization], and I am confident in their abilities and commitment.

[Candidate's Name] has demonstrated exceptional skills in [mention relevant skills or experiences], which I believe will greatly benefit your team. Their ability to [specific example of their contribution] showcases their [mention any additional qualities].

I am certain that [Candidate's Name] will bring the same level of enthusiasm and dedication to [Company's Name] as they have shown in our time together. I wholeheartedly recommend them for this position.

Thank you for considering my recommendation. Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you require any further information.

Best regards,

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