

Date: [Insert Date]

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up regarding my previous letter of recommendation for [Candidate's Name], who applied for the [Position Title] at [Company Name]. I wanted to reiterate my strong support for [him/her/them] and highlight some of the key qualities that make [him/her/them] an ideal candidate for the role.

[Provide additional insights or examples of the candidate's skills, contributions, or character].

Please let me know if you require any further information or if there is anything else I can assist with regarding [Candidate's Name]'s application.

Thank you for your attention, and I look forward to hearing from you soon.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization Name]

[Your Contact Information]