

Date: [Insert Date]

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

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

Dear [Recipient's Name],

I am writing to recommend [Candidate's Name] for the position of [Position Title] at [Company/Organization Name]. I have had the pleasure of working with [Candidate's Name] for [duration] at [Your Company/Organization] where [he/she/they] held the position of [Candidate's Position].

[Candidate's Name] has consistently demonstrated exceptional skills in [specific skills or qualities relevant to the job e.g., team collaboration, project management, technical expertise]. [He/She/They] is known for [specific accomplishments or contributions].

In addition to [his/her/their] technical skills, [Candidate's Name] has a commendable work ethic and [is/are] a natural [leader/team player]. [He/She/They] approaches challenges with a positive attitude and is dedicated to achieving results.

I have no doubt that [Candidate's Name] would make a valuable addition to your team. Please do not hesitate to contact me at [Your Phone Number] or [Your Email] if you require any further information.

Sincerely,

[Your Name]
[Your Position]