

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to recommend [Colleague's Name] for [specific position] at [Recipient's Company]. I had the pleasure of working alongside [Colleague's Name] for [length of time] at [Your Company], where we collaborated on various projects.

[Colleague's Name] has consistently demonstrated [mention specific skills or qualities: e.g., outstanding work ethic, excellent communication skills, leadership abilities, etc.]. One instance of this was when [provide a specific example of their contributions or successes].

In addition to their professional skills, [Colleague's Name] is a joy to work with due to their [mention personal qualities: e.g., positive attitude, ability to work as part of a team, etc.]. They always foster a collaborative environment, making them an asset to any team.

I am confident that [Colleague's Name] will be a valuable asset to [Recipient's Company] and I wholeheartedly support their application. If you have any questions, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for considering this recommendation.

Sincerely,

[Your Name]