

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

[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 strongly recommend [Candidate's Name] for [specific opportunity, e.g., a position, promotion, or program]. I have had the pleasure of knowing [him/her/them] for [duration] as [brief description of your relationship].

[Candidate's Name] has consistently demonstrated [mention specific skills, qualities, or achievements that are relevant]. [He/She/They] possesses a strong ability to [describe relevant abilities or traits] and has positively impacted [mention specific contributions or projects].

I believe that [Candidate's Name] is uniquely qualified for [opportunity] due to [specific reasons or qualifications]. I am confident that [he/she/they] will excel and bring value to [new position, program, or opportunity].

If you have any further questions or require more information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for considering this recommendation.

Sincerely,  
[Your Name]