

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to wholeheartedly recommend [Candidate's Name] for [the position or opportunity] at [Company Name]. I have known [Candidate's Name] for [duration] and have had the pleasure of witnessing their [qualities and skills relevant to the new career].

[Candidate's Name] has always impressed me with their [specific attributes, such as dedication, work ethic, or leadership]. These qualities will undoubtedly contribute to their success in [the new career field].

In addition, [provide an example or anecdote that illustrates the candidate's qualities and suitability for the new career]. This experience not only demonstrates [Candidate's Name]'s capabilities but also speaks volumes about their character.

I am confident that [Candidate's Name] will bring the same commitment and excellence to [Company Name] as they have demonstrated throughout our time together.

Thank you for considering this recommendation. Should you require any further information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]