

[Your Name]  
[Your Position]  
[Your Company]  
[Date]

[Recipient's Name]  
[Recipient's Position]  
[Company Name]

Dear [Recipient's Name],

I am writing to express my enthusiastic support for [Colleague's Name] in relation to their application for [specific opportunity, e.g., promotion, position, program]. Having worked closely with [Colleague's Name] for [duration], I can confidently attest to their exceptional skills and dedication.

[Colleague's Name] consistently demonstrates [specific qualities, e.g., leadership, creativity, teamwork]. One instance that particularly stands out is when they [specific example of a project or accomplishment]. Their ability to [specific skill or trait] has made a significant impact on our team and the overall success of our projects.

I strongly believe that [Colleague's Name] will excel in this new opportunity and will bring [specific benefits they would offer]. I wholeheartedly support their candidacy and encourage you to consider them for this advancement.

Thank you for considering my recommendation. Please feel free to reach out if you need any further information or specific examples.

Sincerely,  
[Your Name]