

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Position]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Subject: Recommendation for [Candidate's Name]

Dear [Recipient Name],

I am pleased to recommend [Candidate's Name] for [position or opportunity] at [Recipient Company]. In my capacity as [Your Position] at [Your Company], I have had the pleasure of working with [Candidate's Name] for [duration] and can confidently attest to their exceptional skills and contributions.

[Candidate's Name] has demonstrated remarkable [specific skills or qualities], which has significantly benefited our team. Their ability to [specific example of a skill or achievement] showcases their commitment to excellence and innovation.

In addition to their technical skills, [Candidate's Name] also possesses outstanding interpersonal skills. They are able to effectively collaborate with team members and communicate ideas clearly, which fosters a positive and productive work environment.

I have no doubt that [Candidate's Name] will bring the same level of dedication and proficiency to your team. I strongly support their application and believe they will be a valuable asset to [Recipient Company].

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

Sincerely,

[Your Name]