

[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]

Dear [Recipient Name],

I am writing to highly recommend [Candidate's Name] for the position of [Job Title] at [Company Name]. I have had the pleasure of working with [Candidate's Name] for [duration] in the capacity of [your position] at [Your Company].

During this time, [he/she/they] demonstrated exceptional skills in [specific skills or tasks], and consistently contributed to our team's success. [Candidate's Name] is a dedicated professional who possesses a strong work ethic and the ability to collaborate effectively.

[He/She/They] has a keen ability to [describe a specific work-related strength], which greatly benefited our projects. I was particularly impressed by [his/her/their] [mention any specific achievement or project], which resulted in [positive outcome].

I strongly recommend [Candidate's Name] for this opportunity, as I am confident [he/she/they] will bring the same level of dedication and skill to your team. If you have any further questions, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for considering this recommendation.

Sincerely,
[Your Name]
[Your Position]