

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to express my support for [Candidate's Name] in their application for the Public Relations position at [Company's Name]. I have had the pleasure of knowing [Candidate's Name] for [duration] and have witnessed their exceptional skills in communication and relationship-building.

Moreover, [Candidate's Name] is a team player who collaborates well with others and adjusts easily to dynamic environments. I have no doubt that they would contribute positively to the [Company's Name] culture.

I wholeheartedly recommend [Candidate's Name] for the Public Relations position and I am confident that they will exceed your expectations. Please feel free to contact me at [Your Phone Number] or [Your Email] if you require any further information.

Thank you for considering this application.

Sincerely,

[Your Name]