

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Employer's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Employer's Name],

I am writing to sincerely recommend [Candidate's Name] for the position of [Job Title] at your company. I have known [Candidate's Name] for [duration of relationship] in the capacity of [your relationship] and have been consistently impressed by their skills and professionalism.

[Candidate's Name] has demonstrated [specific skills or qualities], which I believe will be highly beneficial for your team. They are [mention any relevant experiences or accomplishments], and they have a strong work ethic that I admire.

I am confident that [Candidate's Name] will be a valuable asset to your organization. If you have any further questions, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for considering this recommendation.

Sincerely,
[Your Name]