

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

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

Dear [Recipient's Name],

I am writing to strongly recommend [Team Member's Name] for [specific position or opportunity]. I have had the pleasure of working alongside [him/her/them] at [Your Company] for [duration] on our [specific project or team], and I can confidently say that [he/she/they] is an invaluable asset to our team.

[Team Member's Name] consistently demonstrates exceptional skills in [specific skills or qualities related to the opportunity], and [he/she/they] has made significant contributions to our projects by [specific examples of contributions or achievements]. [He/She/They] is not only dedicated and hardworking, but also a reliable team player who fosters a positive and collaborative work environment.

In addition to [his/her/their] technical skills, [Team Member's Name] possesses remarkable interpersonal skills that help [him/her/them] interact effectively with colleagues and clients alike. [He/She/They] handles challenges with composure and professionalism, making [him/her/them] a role model for others in the team.

I wholeheartedly endorse [Team Member's Name] for [specific position or opportunity]. I am confident that [he/she/they] will bring the same level of dedication and excellence to [new role or opportunity] as [he/she/they] has here with us. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you would like further information regarding [his/her/their] qualifications.

Sincerely,  
[Your Name]