[Your Name or Company Letterhead]

[Mailing Address] · [Phone Number] · [Email Address]

[Recipient Name]

[Recipient Title]

[Recipient Organization]

[Recipient Mailing Address]

[Date]

Dear Mr./Mrs./Ms. [Last Name] / To Whom It May Concern,

It is my pleasure to enthusiastically recommend [Applicant Name] for [Position] at [Organization].

My name is [Your Name], [Your Position] at [Your Organization]. I had the pleasure of working with [Applicant Name] for [Length of Time/Capacity] while [Explain how you worked together]. Of all the [Type of People] I have worked with, [Applicant Name] is among the [Specific Superlative].

During our time together, [Applicant Name] proved to be [Adjective, Adjective, and adjective]. His/her/their expertise in [Specific Subject] was a huge asset that led to [Specific Achievement]. [Include a Personal Story or Anecdote that illustrates a skill or qualification]

I am confident without reservation that [Applicant Name] would be an excellent fit for [Organization]. As a [Skill or Trait] and [Skill or Trait], he/she/they will be a productive addition to your organization.

Feel free to contact me at [Phone Number] or [Email Address] if you have any questions or would like me to further elaborate on [Applicant Name]’s talents and achievements.

Sincerely,

Signature

[Your Name]

[Your Title]