

[Your Name]  
[Mail Address]  
[Address]

[Date]Month Day, 20XX

[Recipient Name]  
[Title]  
[Company Name]  
[Address]

Dear [Recipient Name],

I am writing this letter of recommendation at the request of [Name], who is applying for an open position at [Company name]. [Name] has worked with [Company name] in the capacity of [Position] for [Number of years].

[Name] has many strengths. He has outstanding skills. For example, [Add specific example]. [Name] is also a quick learner. [Add other advantages."]

For these reasons, I highly recommend [Name]. If his track record with [Work group] is any indication of how he will perform in the position open, [Name] will be a valuable asset to your company. If you need further information, please feel free to contact me at any time at [Phone number] or via email at [Email address].

Sincerely,

[Your Name]  
[Title]