[Mention the name of the sender]

[Mention the address of the sender]

[Mention the contact details]

[Mention the Email address]

[Mention the date]

Subject- Letter of recommendation Stanford.

[Mention the name of the recipient]

[Mention the address of the recipient]

[Mention the contact information]

Dear [Mention the name of the recipient],

I'd like to strongly suggest [Mention the name] for the [Mention the job position] at [Mention the name of the company]. I have worked at [Mention the company name] for [Insert amount of time] with [Mention the name].

I had a great time working with [Mention the name] and got to know [him/her/them] as a genuinely important member of our team. He/she/they are trustworthy, highly diligent, and honest. Beyond that, [he/she/they are] a [soft skill] who can [outcome] with an astounding level.

Our entire office benefited greatly from [his/her/their] knowledge and competence in [Mention the particular subject]. This skill set was utilised by [he, she, or they] to [certain accomplishment].

Along with [Name]'s/her/their] tremendous brilliance, working with [Mention the name] has always been an incredible joy. A real team player, [he/she/they] consistently promotes constructive dialogue and brings out the best in other workers.

I wholeheartedly endorse [Mention the name] joining your team at [Company name] without a doubt. I'm confident that [he/she/they] will be a valuable asset to your

company because [he/she/they] is a committed, educated employee and an all-around wonderful person.

You can reach me at (Mention the phone number) if you want to learn more about [Name credentials]'s and experience. I'd be pleased to elaborate on my suggestion.

Thank you so much for your valuable time.

[Mention the of the sender]

[Mention the phone number]

[Signature]