[Your name]  
[Your address]  
[Your phone number]  
[Your email]

[Date]

[Addressee's name]  
[Addressee's title]  
[Addressee's company name]  
[Addressee's company address]

Dear Mr./Ms. [insert name],

It is with great pride that I recommend [insert subject's name] for the position of [insert subject's prospective job title] at [prospective new company name]. It has been a pleasure serving as [insert subject’s name] [insert your professional relationship] in the position of [insert subject’s job title] for the past [insert time period].

During my professional relationship with [insert subject's name], I have been continually impressed by [her/his/their] [insert first quality] and [insert second quality].

As a talented [insert subjects job title], [insert subject's name] was able to [insert first example] and managed to [insert second example]. I value [insert quality] in my team, and [insert subject's name] never failed to exceed my expectations.

[Insert subject's name] is a joy to work with and I am confident that [she/he/they] will be a valuable [insert subject's prospective job title] in your team.

Please feel free to contact me if you have any further questions regarding [her/his/their] character or past work.

Sincerely,

[Your name]  
[Signature for hard copy]