

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Company/Organization Name]
[Address]
[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to wholeheartedly recommend [Candidate's Name] for the [job title, internship, or program] at your organization. I have had the pleasure of knowing [him/her/them] for [length of time] as [describe your relationship, e.g., a neighbor, family friend, teacher], and I can confidently speak to [his/her/their] character, integrity, and potential for success.

Although [Candidate's Name] does not have formal job experience, [he/she/they] consistently demonstrates exemplary qualities that I believe will make [him/her/them] an asset to your team. [He/She/They] is responsible, reliable, and always approaches new challenges with a positive attitude and a willingness to learn. During our time together, I have observed [him/her/them] take initiative, communicate effectively, and work well with others.

[Candidate's Name] is a quick learner who is not afraid to ask questions and seek guidance when needed. [He/She/They] pays great attention to detail and completes tasks efficiently and with care. Furthermore, [he/she/they] displays integrity, trustworthiness, and strong interpersonal skills, which have earned [him/her/them] the respect of peers and adults alike.

I am confident that [Candidate's Name] will bring the same dedication and enthusiasm to your organization as [he/she/they] has shown in all other areas of [his/her/their] life. I highly recommend [him/her/them] for this opportunity and am certain [he/she/they] will exceed your expectations if given the chance.

Please feel free to contact me at [your phone number or email address] if you need any additional information.

Sincerely,
[Your Name]