

[Your Name]  
[Your Position]  
[Company/Organization Name]  
[Company Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Title]  
[Government Agency Name]  
[Agency Address]  
[City, State, ZIP Code]

Dear [Recipient's Name or "Sir/Madam"],

I am writing to formally recommend **[Employee's Name]** for the position of **[Position Title]** at **[Government Agency]**. As **[Employee's Job Title]** at **[Current/Previous Company]**, I have had the privilege of working closely with [him/her/them] for [duration], and I am confident in [his/her/their] abilities and character.

Throughout [his/her/their] tenure with our organization, [Employee's Name] has consistently demonstrated exceptional professionalism, integrity, and dedication to [his/her/their] responsibilities. [He/She/They] possess[es] a comprehensive understanding of [relevant skills or field], and [his/her/their] contributions have greatly benefitted our team. [Employee's Name] is highly organized, detail-oriented, and adept at managing complex tasks under tight deadlines.

In addition to [his/her/their] technical skills, [Employee's Name] has exhibited outstanding interpersonal skills and the ability to work collaboratively within diverse teams. [He/She/They] displays sound judgment and adheres to the highest ethical standards, attributes that are essential for success in a government role. [His/Her/Their] commitment to public service and continuous improvement further sets [him/her/them] apart.

I am confident that [Employee's Name] would be a valuable asset to your agency and will serve with diligence and distinction. I wholeheartedly endorse [his/her/their] application for the position of **[Position Title]** at **[Government Agency]**, and I am happy to provide any further information if required.

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

Sincerely,

[Your Name]  
[Your Position]  
[Company/Organization Name]