

Your Name  
Your Position/Title  
Your Organization  
Your Address  
Your City, State ZIP Code  
Your Email  
Your Phone Number

Date: \_\_\_\_\_

Recipient's Name  
Recipient's Position/Title  
Recipient's Organization  
Recipient's Address  
Recipient's City, State ZIP Code

**Subject: Job Recommendation for \_\_\_\_\_**

Dear \_\_\_\_\_,

[Insert your recommendation letter content here.]

Sincerely,

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(Your Name)  
(Your Position/Title)  
(Your Organization)