

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,

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