Dear [Hiring Manager],

I am writing to recommend one of my team members, [Name of Team Member], for the [Position name] role that is currently open in your organization. I have had the pleasure of working with [Name of Team Member] for the past [Number of Years] and have been consistently impressed with their work ethic, skills, and qualifications.

[Name of Team Member] has a [Degree and Field of Study] and has been working in the [Industry] for the past [Number of Years]. They have a wide range of experience in [Specific Skills or Responsibilities] and have consistently demonstrated their ability to take on challenging projects and deliver results. They have been a valuable member of our team, and their contributions have been instrumental in driving our project's success.

In addition to their professional qualifications, [Name of Team Member] is a highly motivated and dedicated individual with a strong sense of responsibility. They are an excellent communicator and a team player, and have always been willing to go the extra mile to ensure that projects are completed on time and to the highest standard. They have great leadership skills, and I have no doubt that they would be able to take on a higher level of responsibility and excel in it.

I would highly recommend [Name of Team Member] for the [Position name] role and I believe they would be a valuable addition to your team. If you have any further questions or require additional information, please do not hesitate to contact me.

Thank you for considering [Name of Team Member] for this opportunity.

Sincerely,

[Your Name]