[Your name]  
[Your email]  
[Your phone number]  
[Business name]  
[Relationship]  
  
[Today’s Date]  
  
Dear [Mr./Ms./Mrs. X]—  
  
I look forward to you having the opportunity to work with [full name of the person who you are recommending in this letter] for the position of [position they are applying for].  
  
I had the pleasure on being able to work with [full name of the person who you are recommending in this letter] at [business name you worked at] during the period of [date] and [date].  
  
During this time I was able to see [full name of the person who you are recommending in this letter] accomplish the following:

* [Significant accomplishment the person you are recommending was able to achieve during your tenure]
* [Significant accomplishment the person you are recommending was able to achieve during your tenure]
* [Significant accomplishment the person you are recommending was able to achieve during your tenure]

I would love to speak with you more regarding these accomplishments and the professionalism that [full name of the person who you are recommending in this letter] was able to bring to the business.  
  
Sincerely,  
[Your name]  
[Your handwritten signature]