

[Your Company Letterhead]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Client's Name]

[Client's Position]

[Client's Company Name]

[Client's Company Address]

[City, State, Zip Code]

Dear [Client's Name],

I hope this message finds you well.

I am writing to provide a recommendation for [Name of the person/organization you are recommending] based on the exceptional experiences I have had with them.

[Insert a paragraph detailing the qualities and strengths of the individual or organization you are recommending. Provide specific examples or experiences that support your recommendation.]

I have no doubt that [Name] would be a valuable asset to your team.

Should you have any questions or need further details, please do not hesitate to reach out.

Thank you for considering this recommendation.

Best regards,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position]

[Your Company Name]