

[Your Name]
[Your Position]
[Your Company]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to recommend [Candidate's Name] for a position in your Business Process Outsourcing (BPO) organization. I have had the pleasure of working with [Candidate's Name] for [duration] at [Your Company], where [he/she/they] excelled in [specific roles or responsibilities]. During [his/her/their] time with us, [Candidate's Name] demonstrated exceptional communication skills, a strong work ethic, and the ability to thrive in a fast-paced environment. [He/She/They] consistently exceeded performance metrics and maintained a positive attitude even in challenging situations.

One particular instance that stands out is when [describe a specific achievement or situation that highlights the candidate's skills]. This experience showcased [Candidate's Name]'s ability to [relevant skill or quality], which would serve [him/her/them] well in a BPO role.

I have no doubt that [Candidate's Name] will be a valuable asset to your team. [He/She/They] has my highest recommendation for [his/her/their] application to your company. Please feel free to contact me at [phone number] or [email address] if you have any further questions.

Sincerely,

[Your Name]
[Your Position]