

[Your Name]
[Your Title]
[Your Organization]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[Your Phone Number]
[Date]

[Recipient Name]
[Recipient Title]

CGI Federal
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to recommend [Candidate's Name] for [specific position or opportunity] at CGI Federal. I have had the pleasure of working with [Candidate's Name] for [duration] at [Your Organization], and I am confident in their skills and contributions.

During [his/her/their] time with us, [Candidate's Name] has demonstrated exceptional [skills/qualities relevant to the position]. [Give a specific example of a project or task where the candidate excelled]. This experience showcased [his/her/their] ability to [specific skills relevant to CGI Federal].

Moreover, [Candidate's Name] is a proactive team player who [describe interpersonal skills or teamwork abilities]. [Provide another example of a time they positively impacted a team or project].

I believe that [Candidate's Name] would be an excellent fit for CGI Federal and would bring [his/her/their] strong work ethic, innovative thinking, and dedication to excellence to your organization.

Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you require any further information.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Title]
[Your Organization]