

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

Dear [Recipient's Name],

I am writing to highly recommend [Candidate's Name] for the data entry position at [Recipient's Company]. During their time at [Your Company], [Candidate's Name] consistently demonstrated exceptional skills in data management, accuracy, and attention to detail.

[Candidate's Name] was responsible for [specific responsibilities related to data entry]. They consistently met deadlines while maintaining a high level of accuracy in their work. Their ability to [mention any specific skills or software knowledge, e.g., Excel, database management] greatly contributed to the efficiency of our team.

Additionally, [Candidate's Name] has excellent organizational skills and is a quick learner, which allowed them to adapt to new systems and processes with ease. Their positive attitude and willingness to assist colleagues made them an invaluable part of our team.

I am confident that [Candidate's Name] will bring the same level of dedication and expertise to [Recipient's Company] as they did here. I strongly recommend them for the data entry position, and I have no doubt that they will exceed your expectations.

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

Sincerely,

[Your Name]
[Your Position]