

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

[Recipient's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to recommend [Candidate's Name] for a management role at [Company's Name]. With [his/her/their] extensive experience in [specific industry/field] and proven leadership skills, I believe [he/she/they] would be a valuable asset to your team.

During [his/her/their] time at [Previous Company's Name], [Candidate's Name] successfully led [specific project or team], resulting in [specific achievement or outcome]. [His/Her/Their] ability to [specific skill or quality] enabled [him/her/them] to navigate challenges effectively and inspire [his/her/their] team to exceed targets.

[Candidate's Name] possesses exceptional communication skills, which [he/she/they] utilizes to foster collaboration among team members.

[He/She/They] is adept at [specific managerial skill], ensuring that projects are delivered on time and within budget while maintaining a positive work environment.

I am confident that [Candidate's Name] will bring the same dedication and innovative approach to [Company's Name] as [he/she/they] has shown in previous roles. I wholeheartedly recommend [him/her/them] for the management position and believe [he/she/they] will excel within your organization.

Thank you for considering this recommendation. Please feel free to contact me at [Your Phone Number] or [Your Email] should you require any further information.

Sincerely,

[Your Name]
[Your Job Title]
[Your Company]