

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

[Recipient Name]
[Recipient Position]
[Recipient Company Name]
[Recipient Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to highly recommend [Technician's Name] for the position of HVAC technician at [Recipient Company Name]. I have had the pleasure of working with [Technician's Name] for [duration] at [Your Company Name], where they have consistently demonstrated exceptional skills and professionalism in the HVAC field.

[Technician's Name] is proficient in [specific skills or technologies related to HVAC], and has successfully completed [mention any notable projects or achievements]. Their ability to troubleshoot issues efficiently and provide effective solutions has greatly improved our service quality and customer satisfaction.

Beyond their technical skills, [Technician's Name] is a dedicated team player, always willing to assist colleagues and share knowledge. Their strong work ethic and positive attitude make them a valuable asset to any team.

I am confident that [Technician's Name] will bring the same level of expertise and commitment to [Recipient Company Name] as they have to ours. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you have any questions or need further information.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position]
[Your Company Name]