

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

Dear [Recipient Name],

I am writing to wholeheartedly recommend [Technician's Name] for the position of HVAC technician at your organization. I have had the pleasure of working with [Technician's Name] for [duration] at [Your Company] and have been continually impressed with their skill set and professionalism. [Technician's Name] has demonstrated exceptional ability in diagnosing, repairing, and maintaining HVAC systems. They possess a thorough understanding of both residential and commercial systems, consistently providing high-quality service and support. Their attention to detail and commitment to safety ensure that all work is completed efficiently and up to code.

In addition to their technical skills, [Technician's Name] is an outstanding team player. They communicate effectively with both clients and colleagues, fostering a positive work environment. Their reliability and work ethic have made them a trusted member of our team, and I have no doubt that they will bring the same dedication to your organization.

I strongly endorse [Technician's Name] for an HVAC technician position. I am confident that they will contribute significantly to your team and 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 Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Position]