

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

Dear [Recipient's Name],

I am writing to wholeheartedly recommend [Janitor's Name] for janitorial services. During [his/her/their] time at [Your Company/Organization], [he/she/they] consistently demonstrated exceptional dedication, professionalism, and attention to detail.

[Janitor's Name] maintained a clean and welcoming environment, ensuring that all areas were spotless and sanitary. [He/She/They] took initiative to address any issues promptly and effectively. [His/Her/Their] ability to work independently, as well as collaboratively with our team, made [him/her/them] an invaluable asset.

In addition to [his/her/their] cleaning duties, [Janitor's Name] displayed a positive attitude and strong work ethic that contributed to a pleasant atmosphere for both staff and visitors. I am confident that [he/she/they] will bring the same level of excellence to any future role. 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 Name]  
[Your Position]  
[Your Company/Organization]