

[Your Name]
[Your Title]
[Your Company]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[Recipient Company]
[Recipient Address]
[City, State, ZIP Code]

Dear [Recipient Name],

I am pleased to recommend [Candidate's Name] for [specific position or opportunity] at [Recipient Company]. Having worked with [Candidate's Name] at KPMG for [duration], I have had the privilege to witness their exceptional skills and dedication firsthand.

[Candidate's Name] demonstrated remarkable proficiency in [specific skills or projects], consistently delivering high-quality results. Their ability to [specific abilities or contributions] greatly contributed to our team's success.

In addition to their technical expertise, [Candidate's Name] displays outstanding leadership qualities and a collaborative spirit. They are always willing to step in and assist colleagues, fostering a positive work environment.

I am confident that [Candidate's Name] will bring the same level of commitment and excellence to [Recipient Company] as they did at KPMG. I wholeheartedly recommend them for [specific position or opportunity]. Please feel free to contact me at [your phone number] or [your email address] should you need any further information.

Sincerely,

[Your Name]
[Your Title]

KPMG