

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

KPMG

[Office Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to recommend [Candidate's Name] for [specific position or opportunity] at KPMG. I have had the pleasure of working with [Candidate's Name] for [duration] at [Your Company/Organization], where they served as [Candidate's Position].

During this time, I was continuously impressed by [Candidate's Name]'s [mention specific skills, qualities, or achievements that are relevant, such as analytical skills, leadership abilities, teamwork, etc.]. For instance, [provide a brief example or anecdote that illustrates these points].

[Candidate's Name] has shown a remarkable ability to [mention any specific achievements or contributions that would be valuable at KPMG, such as problem-solving, project management, or client relations]. Their dedication and expertise in [specific areas relevant to KPMG] will undoubtedly add significant value to your team.

I am confident that [Candidate's Name] will excel at KPMG and contribute positively to your firm's goals. I wholeheartedly recommend them without reservation. Please feel free to contact me at [your phone number] or [your email address] should you require any further information or specifics regarding [Candidate's Name].

Thank you for considering this recommendation.

Sincerely,

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