

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

Dear [Recipient's Name],

I am writing to wholeheartedly recommend [Manager's Name] for the position of [position applied for] at [Recipient's Company]. During their time as [Manager's Title] at [Your Company], I had the privilege of working closely with [him/her/them] and was consistently impressed by [his/her/their] leadership skills and dedication to excellence.

[Manager's Name] has a unique ability to motivate and inspire [his/her/their] team, leading to outstanding performance and results. [He/She/They] implemented several successful strategies that not only improved productivity but also fostered a positive work environment. [Provide a specific example or achievement].

In addition to [his/her/their] managerial skills, [Manager's Name] possesses excellent communication abilities. [He/She/They] is adept at navigating complex situations and addressing challenges effectively, ensuring that projects are completed on time and within budget. [Include another specific example or contribution].

I am confident that [Manager's Name] will bring the same level of dedication and success to [Recipient's Company] as [he/she/they] has demonstrated at [Your Company]. [He/She/They] would be a tremendous asset to your team.

Please feel free to contact me at [your phone number] or [your email address] if you need any more information or support regarding [Manager's Name]'s application.

Sincerely,

[Your Name]
[Your Position]