

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

[Recipient Name]  
[Recipient Title]  
[QVC]

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

Dear [Recipient Name],

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

During their time with us, [Employee's Name] demonstrated exceptional [skills/qualities related to the job, e.g., communication skills, teamwork, creativity], consistently going above and beyond in their role. One notable project was [briefly describe a relevant project or accomplishment], which resulted in [positive outcome].

[Employee's Name]'s ability to [specific skill related to the desired position, e.g., connect with customers, manage inventory, analyze data] makes them an excellent candidate for QVC. Their passion for [field or industry related to QVC] and dedication to providing outstanding service aligns perfectly with QVC's values.

I am confident that [Employee's Name] would be a valuable addition to your team and contribute positively to [specific goal or project]. Please feel free to reach out to me at [Your Phone Number] or [Your Email] if you have any further questions.

Sincerely,

[Your Name]  
[Your Title]  
[Your Company/Organization]