

[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 writing to recommend [Subcontractor's Name] as an excellent subcontractor for your upcoming project. I have had the pleasure of working with [him/her/them] for [duration] on [specific project or type of work], and I can confidently attest to [his/her/their] professionalism, expertise, and reliability.

During our time working together, [Subcontractor's Name] consistently demonstrated [specific qualities or skills relevant to the project, e.g., exceptional attention to detail, strong communication skills, punctuality, etc.]. [He/She/They] completed [describe a specific task or project] ahead of schedule and within budget, which greatly contributed to the overall success of our project.

Moreover, [Subcontractor's Name]'s ability to [mention any specific achievements, problem-solving skills, or quality of work] makes [him/her/them] a valuable asset to any team. I am particularly impressed with [his/her/their] [mention any unique traits or skills that stand out].

I wholeheartedly endorse [Subcontractor's Name] for your project and believe [he/she/they] will exceed your expectations. Should you have any further questions or need additional information, please feel free to contact me.

Thank you for considering my recommendation.

Sincerely,  
[Your Name]  
[Your Title]  
[Your Company]