

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

Dear [Recipient's Name],

I am writing to recommend [Candidate's Name] for a typing test position within your organization. Having worked with [him/her/them] for [duration] at [Your Company/Organization], I can confidently attest to [his/her/their] skills and professionalism.

During our time together, [Candidate's Name] consistently demonstrated exceptional typing proficiency and attention to detail. [He/She/They] achieved an impressive typing speed of [X WPM] with a high degree of accuracy, making [him/her/them] an invaluable asset to our team.

In addition to [his/her/their] technical skills, [Candidate's Name] is always willing to go the extra mile to ensure projects are completed efficiently. [He/She/They] possesses great time management skills and maintains composure under pressure, making [him/her/them] a strong candidate for any typing-related assignments.

I highly recommend [Candidate's Name] for the typing test and believe [he/she/they] will exceed your expectations. Please feel free to contact me at [your phone number] or [your email address] if you require any further information.

Sincerely,

[Your Name]
[Your Position]