

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

[Recipient Name]
[Recipient Position]
[Tzumi Inc.]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to recommend [Candidate's Name] for a position at Tzumi. I have had the pleasure of working with [Candidate's Name] for [duration] at [Your Company/Organization], where [he/she/they] has consistently demonstrated [relevant skills or qualities].

During [his/her/their] time with us, [Candidate's Name] successfully [specific achievement or responsibility], which resulted in [positive outcome]. [He/She/They] is known for [specific personal trait], making [him/her/them] a valuable asset to any team.

I am confident that [Candidate's Name]'s skills and experience would be a great fit for Tzumi. [He/She/They] brings a strong work ethic, creativity, and a passion for [industry/field].

Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you need any further information.

Sincerely,

[Your Name]
[Your Position]