

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

[Recipient Name]
[Recipient Position]
[Recipient Company]
[Recipient Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to recommend [Consultant's Name] for their exceptional work as a UX consultant. I had the pleasure of working with [Consultant's Name] during [specific project or timeframe] at [Your Company], where they played a crucial role in [briefly describe the project and Consultant's role].

[Consultant's Name] demonstrated [mention specific skills or qualities, e.g., strong analytical skills, creativity, teamwork]. Their ability to [specific example of their work or contribution] significantly improved [mention impact, e.g., user engagement, product usability].

One of the standout moments was [brief anecdote or example of their impact]. This experience affirmed that [Consultant's Name] possesses [mention any relevant overall abilities, like problem-solving, user-centered design, etc.].

I highly recommend [Consultant's Name] for any UX consultancy opportunities. Their expertise, professionalism, and dedication would be an asset to any team.

Please feel free to contact me for any further information.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position]
[Your Company]