

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

[Recipient Name]
[Recipient Title]
[Recipient Organization]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to recommend [Candidate's Name] for the [Position/Opportunity] they are applying for. I have had the pleasure of working with [Candidate's Name] for [Duration] at [Your Organization] where they have been an integral part of our team, particularly in the area of Visual Basic programming.

During their time with us, [Candidate's Name] has demonstrated exceptional skills in developing and maintaining applications using Visual Basic. Their expertise in creating user-friendly interfaces and optimizing backend processes has significantly improved our operational efficiency.

One of the standout projects [Candidate's Name] undertook was [Project Name/Description], where they successfully [briefly describe contributions and outcomes]. This not only showcased their technical abilities but also their problem-solving skills and attention to detail. [Candidate's Name] is also a wonderful team player, often collaborating with colleagues to share insights and troubleshoot issues. Their positive attitude and willingness to help others contribute to a productive and pleasant work environment.

I am confident that [Candidate's Name] will bring the same level of dedication and skill to [Recipient Organization/Position]. I highly recommend them without reservation. Please feel free to reach out to me at [Your Phone Number] or [Your Email Address] if you require any further information.

Sincerely,

[Your Name]
[Your Title/Position]
[Your Organization]