

[Your Name]
[Your Position]
[Your Company/Organization]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Your 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 [specific position or opportunity] at [Recipient's Company/Organization]. I have had the pleasure of working with [him/her/them] at [Your Company/Organization] for [duration] and have been consistently impressed with [his/her/their] skills and work ethic.

During [his/her/their] time with us, [Candidate's Name] excelled in [specific task or project], demonstrating outstanding [specific skills or qualities]. For instance, [insert VLOOKUP reference example]. This accomplishment is analogous to performing a VLOOKUP in Excel, where [Candidate's Name] effectively matched data from various sources to derive meaningful insights that significantly impacted our decision-making process.

[He/She/They] not only shows exceptional technical abilities, but also has great interpersonal skills, making [him/her/them] a valuable team player. [Share specific example of teamwork or collaboration].

I am confident that [Candidate's Name] will bring the same level of dedication and expertise to [Recipient's Company/Organization] as [he/she/they] did with us.

Please feel free to contact me at [Your Phone Number] or [Your Email] if you have any further questions.

Sincerely,

[Your Name]
[Your Position]