

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

Dear [Recipient Name],

I am pleased to recommend [Candidate's Name] for the position of Vice President of Operations at [Recipient Company]. Having worked with [Candidate's Name] for [X years] at [Your Company], I have witnessed firsthand their exceptional leadership skills and ability to drive operational excellence.

During their tenure as [Candidate's Current/Former Position], [he/she/they] demonstrated an outstanding capacity to streamline processes, enhance productivity, and achieve sustainable growth. [He/She/They] successfully implemented [specific project or initiative], resulting in [specific results or improvements]. [Candidate's Name] has a unique ability to foster teamwork and inspire those around [him/her/them], cultivating a culture of accountability and continuous improvement.

[He/She/They] is adept at navigating complex challenges and possesses a strategic mindset that aligns well with the goals of a Vice President of Operations. [Candidate's Name] is not only results-driven but also committed to nurturing talent and building high-performing teams.

I have no doubt that [Candidate's Name] will make a significant contribution to [Recipient Company]. I highly recommend [him/her/them] for this role without reservation.

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

Sincerely,

[Your Name]
[Your Title]
[Your Company]
[Your Address]
[City, State, Zip Code]