

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

Dear [Recipient's Name],

I am writing to recommend [Candidate's Name] for the position of Vice President of Finance at [Company Name]. Having worked with [Candidate's Name] for [duration], I have witnessed first-hand their exceptional skills and unwavering dedication to financial excellence.

[Paragraph about the candidate's experience, skills, and achievements relevant to the VP of Finance role.]

[Paragraph about the candidate's leadership qualities and ability to contribute to team dynamics.]

I am confident that [Candidate's Name] will bring valuable insights and effective financial strategies to your organization. Please feel free to contact me at [your phone number] or [your email address] should you require further information.

Sincerely,

[Your Name]
[Your Title]