

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

Dear [Recipient Name],

I am pleased to write this letter of recommendation for [Candidate's Name] for the position of Vice President of Finance at [Recipient Company]. Having worked closely with [him/her/them] for [duration] at [Your Company], I have witnessed [his/her/their] exceptional financial acumen and leadership abilities firsthand.

[Candidate's Name] has a proven track record of [specific achievements or responsibilities, e.g., managing budgets, optimizing financial processes, leading teams, etc.]. During [his/her/their] tenure at [Your Company], [he/she/they] successfully [specific example of a financial project or achievement], resulting in [quantifiable results, e.g., increased revenue, cost savings, improved efficiency].

Moreover, [Candidate's Name] demonstrates a deep understanding of [specific financial strategies, regulations, or tools relevant to the role]. [His/Her/Their] ability to [analyze financial data, develop strategic plans, etc.] has significantly contributed to our organization's financial success. [He/She/They] fosters a collaborative environment, effectively leading and mentoring [his/her/their] team to achieve outstanding results.

In addition to [his/her/their] technical skills, [Candidate's Name] possesses exceptional interpersonal skills. [He/She/They] communicates complex financial concepts clearly and effectively, establishing strong relationships with stakeholders across various departments.

I am confident that [Candidate's Name] will bring [his/her/their] expertise, dedication, and innovative approach to the Vice President of Finance role at [Recipient Company]. [He/She/They] would be a tremendous asset to your organization.

Please feel free to contact me at [your phone number] or [your email address] should you require any further information.

Sincerely,

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