

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

Dear [Recipient Name],

I am writing to wholeheartedly recommend [Candidate's Name] for the Vice President position at [Recipient Company]. Having worked with [Candidate's Name] for [duration] at [Your Company], I have had the pleasure of witnessing [his/her/their] professional growth and unwavering commitment to excellence.

In [his/her/their] role as [Candidate's Current Position], [Candidate's Name] demonstrated exceptional leadership and strategic thinking skills. [He/She/They] successfully led [specific project or initiative], resulting in [specific achievement or outcome], which greatly contributed to our company's goals. [Candidate's Name]'s ability to [specific skill or quality] has proven invaluable in [describe relevant experiences]. Beyond [his/her/their] professional abilities, [Candidate's Name] is a natural collaborator, fostering positive relationships with both colleagues and stakeholders. [He/She/They] effectively communicates [his/her/their] vision and instills confidence in those [he/she/they] leads, making [him/her/them] a true asset to any organization.

I am confident that [Candidate's Name] will bring the same level of dedication, expertise, and innovation to [Recipient Company] as [he/she/they] has consistently demonstrated at [Your Company]. I strongly recommend [him/her/them] for this role without reservation.

Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you need any further information or insights regarding [Candidate's Name].

Sincerely,

[Your Name]  
[Your Position]  
[Your Company]