

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

Dear [Recipient Name],

I am pleased to write this recommendation letter for [Candidate's Name] for a position at VZN. I have had the pleasure of working with [Candidate's Name] for [duration] at [Your Company/Organization], where they [describe relationship, e.g., were my intern, worked as my team member, etc.].

During this time, I was consistently impressed by [Candidate's Name]'s [specific skills/qualities, e.g., dedication, technical skills, problem-solving abilities, etc.]. One of their notable accomplishments was [describe a specific project or achievement that highlights their abilities].

[Candidate's Name] possesses a unique ability to [describe a relevant skill or trait], which I believe will be especially beneficial at VZN. Their proactive approach and eagerness to learn make them a valuable asset to any team.

I wholeheartedly recommend [Candidate's Name] for a position at VZN. I am confident that their [mention any relevant skills, experiences or qualities] will contribute positively to your organization. Please feel free to contact me if you require any further information.

Sincerely,  
[Your Name]