

[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 recommend [Candidate's Name] for the [specific position or opportunity] at [Recipient Company]. I have had the pleasure of working with [him/her/them] at [Your Company] for [duration] as [Candidate's Position].

Throughout [his/her/their] time with us, [Candidate's Name] has consistently demonstrated exceptional skills in [specific skills or areas relevant to WPS Office, e.g., document creation, spreadsheet management, presentation design]. [He/She/They] approached every project with professionalism and a keen eye for detail.

One of the standout examples of [his/her/their] work is [specific example or project where the candidate excelled]. This not only showcased [his/her/their] ability to deliver high-quality results but also [add any impact it had on the team or company].

I am confident that [Candidate's Name] will bring the same level of dedication and expertise to [Recipient Company]. [He/She/They] has my highest recommendation, and I believe [he/she/they] would be an asset to your team.

Please feel free to contact me if you require any further information or specifics regarding [Candidate's Name].

Sincerely,

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