

[Your Name]  
[Your Title]  
[Your Company/Organization]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Title]  
[Xerox Corporation]  
[Recipient Address]  
[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to recommend [Candidate's Name] for the position of [Position Title] at Xerox. I have had the pleasure of working with [Candidate's Name] for [length of time] at [Your Company/Organization], where [he/she/they] has consistently demonstrated [mention key qualities or skills related to the position].

During [his/her/their] time with us, [Candidate's Name] has excelled in [specific tasks or projects], showcasing [his/her/their] ability to [related skills or attributes]. [He/She/They] is not only adept at [specific skill], but also possesses strong [another relevant skill or quality].

Additionally, [Candidate's Name] has proven to be an invaluable team player, often [anecdote or example demonstrating teamwork or collaboration]. [His/Her/Their] positive attitude and professionalism greatly contribute to the morale and productivity of our team.

I highly recommend [Candidate's Name] for this opportunity at Xerox. I am confident that [he/she/they] will bring the same dedication and skill to your organization as [he/she/they] has shown while working with us. Please feel free to contact me at [Your Phone Number] or [Your Email Address] for any further information.

Sincerely,

[Your Name]  
[Your Title]  
[Your Company/Organization]