

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

Dear [Recipient's Name],

I am writing to wholeheartedly recommend [Referred Person's Name] for [specific opportunity or service]. I have had the pleasure of working with [him/her/them] for [duration] at [Your Company], where [he/she/they] has consistently demonstrated exceptional skills in [specific skills or attributes relevant to the referral].

[Referred Person's Name] possesses a strong ability to [specific examples of skills or accomplishments]. For instance, [provide a brief example or anecdote showcasing their expertise]. This has not only benefited our team but has also contributed significantly to our project outcomes.

Furthermore, [his/her/their] [personal qualities, such as professionalism, work ethic, or reliability] makes [him/her/them] an asset in any collaboration. I have no doubt that [he/she/they] will bring the same level of dedication and excellence to [Recipient's Company/Opportunity].

If you have any questions or need further information, please feel free to contact me at [your phone number] or [your email address].

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]