NAME OF RECIPIENT]

[POSITION]

[NAME OF COMPANY]

[COMPANY ADDRESS]

[DATE]

Dear [NAME OF RECIPIENT],

[NAME OF APPLICANT] has been an employee at [NAME OF SENDER’S COMPANY] since [DATE]. He/she has consistently shown professionalism every day at the office and has always been a pleasure to work with. He/she not only brings attention to detail for every project, his/her communication and people skills also make him/her a great addition to the team.

I personally highly recommend [NAME OF APPLICANT] for the position of [POSITION] as the tasks and responsibilities are very similar to the one that he/she holds in this company, ensuring that he/she is well-suited for the challenges it provides. He/she is not only talented but also well-equipped with the knowledge and skills for the job.

Let me know if you need additional information. My contact details are provided below.

Thank you and have a nice day.

Sincerely,

[NAME OF SENDER]

[POSITION]

[NAME OF COMPANY]

[CONTACT DETAILS]