

[Date]

To: [Recipient]

From: [Your Name]

Subject: Recommendation for [Individual/Company]

I am writing to highly recommend [Individual/Company] for [Purpose of Recommendation].

I have had the pleasure of working with [Individual/Company] for [Number] years and have consistently been impressed by their [Quality/Skill]. In my experience, [He/She/They] have consistently demonstrated [Characteristic] and have a strong track record of [Achievement].

I believe that [Individual/Company] would be an asset to any [Organization/Project] and would not hesitate to work with them again in the future. I highly recommend [Individual/Company] for any opportunity and believe that they will exceed expectations.

Sincerely,

[Your Name]