[MMDDYY]

[RECIPIENT NAME]  
[RECIPIENT TITLE]  
[RECIPIENT FIRM]  
[RECIPIENT ADDRESS]  
[RECIPIENT CITY ,STATE, ZIP]

Dear [INSERT RECIPIENT NAME]:

I am writing on behalf of [INSERT NAME], who is a candidate for [INSERT POSITION]. It has been my great pleasure to know [INSERT NAME] over the past [INSERT NUMBER] years as [INSERT POSITION] and as an extremely personable [MAN/WOMAN]. In my experience, [INSERT NAME] is dependable, discrete, likeable, loyal, honest, enthusiastic and realistic in [HIS/HER] expectations.

I have worked with many [INSERT OCCUPATION] over the past several years, and [INSERT NAME] stands head and shoulders over most, not only in demonstrated initiative, intelligence and creativity, but also in [HIS/HER] ability to function as a productive member of a team. [HIS/HER] intellect is matched by [HIS/HER] ability to communicate clearly, and to project an open, friendly persona to others regardless of their, level of expertise.

[INSERT NAME]'s excellent communication skills, positive outlook and pleasing personality enhance [HIS/HER] natural leadership qualities. [INSERT NAME]'s willingness to accept challenges and listen to input enable [HIM/HER] to contribute thoughtful, well-reasoned approaches to helping others solve difficult problems.

I have observed [INSERT NAME]'s involvement in a variety of projects that demonstrate [HIS/HER] continuing deep commitment to[INSERT PROJECT OR SERVICE]. For example, [INSERT SPECIFIC EXAMPLE], a remarkable achievement.

I believe [INSERT NAME] to be an excellent candidate for [INSERT POSITION] and have no doubt [HE/SHE]will prove a valuable asset to you and to your organization. Please do not hesitate to call with any questions.

Sincerely,

[INSERT SIGNATURE]  
[MANAGER’S NAME]