Dear [Recipient],

With utmost confidence, I can vouch for the immense capabilities [Applicant] possesses as a [Desired position]. I have worked with [him/her] at [Company/organization] for [Length of time] where I have seen the magic [he/she] performs with [Skill].

During the time we worked together, I have seen how dedicated [Applicant] is towards [his/her] work and how skillfully [he/she] overcomes complex challenges that are essential to being a [Desired position].

[Applicant’s] solutions to problems are thorough and enhance the team’s overall performance. Once, I saw how [Applicant’s achievement].

Any project [he/she] was a part of, the management knew from the very beginning that it would be a grand success.

I would whole-heartedly recommend [Applicant] for your [Desired position] position and I believe you should seize the opportunity to have a dynamic and skilled [Desired position] on your team. Please contact me if you need further information about [him/her]. I would be glad to help you and [Applicant] as much as I can.

Best regards,

[Your name]