TO

**[Receiver Name]**

**[Receiver Title]**

**ADDRESS:** **[Receiver Address]**

**EMAIL:** **[Email Address]**

**PHONE:**  **[Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Sub**: Formal Business Letter

Dear **[NAME]**

It's my pleasure to strongly recommend **[Name]**  for the Jr. **[Role]**  with **[Name].** I'm **[Name]**, a **[Role]** at **[Company Name]** . I have **[#]** years of experience working in the tech industry and have seen many young people come and go. **[Name]**  is one individual I have worked with who has always distinguished herself as a team member.

During our time together, **[Name]** displayed great talents in **[Role].**When we first met, I felt immediately impressed with **[Name]** . During the time we worked together, her understanding of analyzing data to achieve results for our company grew far more than that of her peers.

It's not just her technical skills that impress me. **[Name]** was a joy to work with because of her amazingly positive attitude and ability to communicate across teams. Her focus and attention to detail were also necessary and valued not just by me, but also by her peers, who often relied on her to get the job done. I'm confident that **[Name]** would be a great fit at **[Name]**. She can bring the skills and experiences you're looking for in a candidate, and she can quickly become an asset and help your company grow.

If you need more information or specific examples, please don't hesitate to contact me. As a recommendation letter likely only provides a snapshot of her talents and achievements, I'd be happy to further elaborate on my time working with her.

Sincerely

**[Name]**