**RECOMMENDATION LETTER**

**[Today’s Date]**

**[Company Name]**

**[1234 Street Address]**

**[City, State, Zip]**

**[Email Address]**

**[Phone Number]**

**Subject Line:** Recommendation for **[name]**

Dear **[name],**

As **[name] ‘s** teammate at XYZ Agency for the past **[number]** years, I have benefited from his tireless work ethic, creative problem-solving, and willingness to do whatever it takes to create products that will translate customers’ visions into reality.

**[Name]** is directly responsible for increasing client retention by X percent. I know that his reputation and commitment helped the company bring in several large new clients, of which **[name]** is the most visible example.

As a colleague, **[name]** is incredibly generous with his time and expertise, including everything from **[years]** of management experience to an expert-level knowledge of Photoshop, InDesign, and Illustrator.

I am happy to answer any questions you might have about his specific skills and experience.

Thanks, and best regards,

Jane Anderson

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