

Letter of Recommendation

Date: [Insert Date]

To Whom It May Concern,

I am writing to recommend [Client's Name] for a contract engagement with your organization. As [his/her/their] previous [role/position] at [Your Company Name], I had the pleasure of working closely with [him/her/them] for [duration].

[Client's Name] has consistently demonstrated [his/her/their] expertise in [specific area], showcasing [his/her/their] ability to [specific skills or accomplishments]. [He/She/They] not only met but frequently exceeded our expectations, delivering outstanding results on time and within budget.

One of [his/her/their] key projects included [brief description of a relevant project], where [he/she/they] successfully [specific outcomes]. This experience, coupled with [his/her/their] strong communication and collaboration skills, makes [him/her/them] an excellent candidate for any contract opportunity.

I am confident that [Client's Name] will bring the same dedication and expertise to your organization as [he/she/they] did with ours. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you require any further information.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]