

[Date]

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Recipient Name]

[Recipient Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to recommend [Applicant Name] for the managerial role at [Company Name]. I have had the pleasure of working with [Applicant Name] for [duration] at [Your Company], where they held the position of [Applicant's Position].

[Applicant Name] demonstrated exceptional leadership skills and a strong ability to motivate their team, resulting in [specific achievement or project]. Their strategic thinking and problem-solving skills have significantly contributed to our success.

I am confident that [Applicant Name] will bring the same dedication and excellence to your team. I wholeheartedly support their application, and I am available for any further information you may require.

Thank you for considering this reference.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Phone Number]

[Your Email Address]