[Your Name]
[Your Position]
[Your Company]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Position]
[Recipient's Company]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

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

[Candidate's Name] has demonstrated exceptional analytical skills, consistently providing actionable insights through data analysis. Their proficiency in tools such as [list relevant tools or software], coupled with their ability to translate complex data into clear, understandable reports, has significantly contributed to our team's success.

What sets [Candidate's Name] apart is their strong attention to detail and their dedication to finding innovative solutions to challenging problems. They possess a natural curiosity, always eager to explore data deeper and uncover trends that others might overlook.

I wholeheartedly support [Candidate's Name]'s application for the Data Analyst position at [Recipient's Company]. I am confident that they will bring the same level of expertise, dedication, and professionalism to your team as they have shown in ours.

Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you have any further questions or require additional information.

Sincerely,
[Your Name]
[Your Position]