

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Position]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to recommend [Candidate Name] for the position of Sales Manager at your esteemed organization. I have had the pleasure of working with [Candidate Name] for [duration] at [Your Company], where [he/she/they] served as [Candidate's Position].

[Candidate Name] consistently demonstrated exceptional sales skills and a deep understanding of customer needs. [He/She/They] played a key role in increasing our sales by [percentage or amount], showcasing [his/her/their] ability to lead a team effectively and drive results.

Additionally, [Candidate Name] possesses outstanding communication and interpersonal skills, which allowed [him/her/them] to build strong relationships with clients and team members alike. [He/She/They] is adept at developing strategic sales plans and executing them with precision.

I am confident that [Candidate Name] would be an invaluable asset to your team, and I highly recommend [him/her/them] for the Sales Manager position. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you need any further information.

Sincerely,

[Your Name]

[Your Position]

[Your Company]