

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

[Date]

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

Dear [Recipient's Name],

I am writing to highly recommend [Candidate's Name] for the position of Data Analyst at [Company Name]. I have had the pleasure of working with [Candidate's Name] for [duration] at [Your Company], where [he/she/they] served as a [Candidate's Position].

[Candidate's Name] has consistently demonstrated exceptional analytical skills and a deep understanding of data management and interpretation. [He/She/They] played a crucial role in [specific project or task] which resulted in [specific outcome or achievement]. [His/Her/Their] proficiency in tools such as [mention relevant tools or software] set [him/her/them] apart from peers.

Furthermore, [Candidate's Name] is not only a skilled analyst but also an outstanding team player. [He/She/They] often collaborates effectively with others, sharing insights and fostering an inclusive environment that promotes knowledge transfer.

I wholeheartedly support [Candidate's Name]'s application for the Data Analyst position, as I am confident that [he/she/they] will bring the same dedication and expertise to [Company Name] as [he/she/they] did during [his/her/their] time with us. Please feel free to contact me at [Your Phone Number] or [Your Email] if you need any more information.

Sincerely,
[Your Name]