

[Your Name]
[Your Position]
[Your Company/Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]

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

Dear [Recipient's Name],

I am writing to highly recommend [Candidate's Name] for the translation services position at [Recipient's Company/Organization]. I have had the pleasure of working with [Candidate's Name] for [duration] at [Your Company/Organization], where [he/she/they] has been an invaluable asset to our team.

[Candidate's Name] has demonstrated exceptional skills in various languages, including [list relevant languages], and consistently delivers accurate and culturally relevant translations. [His/Her/Their] attention to detail and ability to meet tight deadlines have significantly contributed to the success of our projects.

Beyond [his/her/their] technical abilities, [Candidate's Name] possesses excellent communication skills and a professional demeanor that makes working with [him/her/them] a pleasure. [He/She/They] is also highly adaptable, easily navigating different subjects and industries, which further enhances [his/her/their] capability as a translator.

I am confident that [Candidate's Name] will bring the same level of dedication and expertise to [Recipient's Company/Organization] as [he/she/they] has shown in our collaboration. I wholeheartedly endorse [his/her/their] application and believe that [he/she/they] will be an outstanding addition to your team.

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

Sincerely,
[Your Name]
[Your Position]