To whom it may concern,

I am writing to recommend *insert name* for the position of *insert position* at your company. I have had the pleasure of working with *insert name* for the past *insert number* years at *insert company*. During that time, I have been consistently impressed by *insert name*'s *insert skills and qualities*.

*Insert name* is a highly skilled and experienced professional with a proven track record of success. *He/She* is also a highly motivated and results-oriented individual who is always willing to go the extra mile to get the job done. In addition, *insert name* is a team player who is always willing to help out his/her colleagues.

One of the things that I admire most about *insert name* is *his/her* ability to stay calm under pressure. *He/She* is always able to think clearly and make sound decisions, even in the most stressful situations. This is a valuable asset in any workplace, but it is especially important in a fast-paced and demanding environment like ours.

I have no doubt that *insert name* would be an asset to your company. *He/She* is a talented and dedicated professional who would be a valuable addition to your team. I highly recommend *insert name* for the position of *insert position*.

Sincerely,  
*Your name*