

[Your Name]
[Your Job Title]
[Your Company Name]
[Date]

[Recipient Name]
[Recipient Job Title]
[Recipient Company Name]

Subject: Recommendation for [Employee Name] Regarding Customer Service Excellence

Dear [Recipient Name],

I am writing to highly recommend [Employee Name] for a customer service position within your organization. During their tenure as [Employee's Job Title] at [Your Company Name] from [Start Date] to [End Date], they consistently demonstrated an exceptional commitment to service excellence and client satisfaction.

[Employee Name] possesses a rare ability to handle complex customer inquiries with patience, empathy, and professional poise. They were frequently recognized by both management and clients for [mention a specific skill, e.g., resolving difficult disputes or maintaining a positive attitude under pressure]. Their efforts directly contributed to a [mention a metric, e.g., 20% increase in positive feedback scores] during their time with us.

Beyond their technical skills, [Employee Name] is a proactive problem-solver who anticipates customer needs before they arise. They work effectively in team environments and are always willing to assist colleagues to ensure the highest standards of service are met across the board.

I have no doubt that [Employee Name] will be a valuable asset to your team. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you require any further information regarding their qualifications.

Sincerely,

[Your Signature]

[Your Printed Name]