

To: [Recipient Name/Department Head Name]

From: [Your Name]

Date: [Date]

Subject: Recommendation for Cross-Departmental Excellence - [Employee Name]

Dear [Recipient Name],

I am writing to formally recommend [Employee Name] from the [Employee's Department] for recognition regarding their outstanding commitment to customer service excellence.

Recently, our department collaborated with [Employee Name] on [Project Name/Specific Interaction]. During this time, they demonstrated an exceptional ability to bridge the gap between our teams. Their proactive communication and willingness to go beyond their standard job description ensured that our mutual goals were met with the highest level of professionalism.

Specifically, [Employee Name] contributed by:

- [Specific Achievement 1]
- [Specific Achievement 2]
- [Specific Achievement 3]

Their dedication not only improved the efficiency of our workflow but also significantly enhanced the experience for our end users. It is rare to find an individual who so effectively champions the "one team" philosophy while maintaining a focus on superior service delivery.

I highly recommend [Employee Name] for any internal awards or formal commendations related to service excellence. They are a true asset to [Company Name].

Best regards,

[Your Signature]

[Your Job Title]

[Your Department]