

[Your Full Name]  
[Your Job Title]  
[Your Phone Number]  
[Your Email Address]  
[Date]

[Recipient Name]  
[Recipient Title]  
[Organization Name]

Dear [Recipient Name],

I am writing to formally recommend **[Candidate Name]** for a mentorship opportunity or professional consideration within your network. Having worked closely with [Candidate Name] for [Time Period] in my capacity as [Your Relationship, e.g., Senior Manager], I have been consistently impressed by their professional growth and dedication.

During our time together, [Candidate Name] has demonstrated exceptional proficiency in [Skill 1] and [Skill 2]. Specifically, their work on [Project/Achievement] highlights their ability to deliver results under pressure and contribute meaningfully to team objectives. They possess a keen interest in [Specific Industry/Niche] and are eager to further refine their expertise under seasoned guidance.

I believe that [Candidate Name] would benefit greatly from your insights and experience. Conversely, I am confident they would bring a proactive attitude and fresh perspective to any professional exchange. Their commitment to continuous learning makes them an ideal mentee for someone of your caliber.

I have attached [Candidate Name]'s resume for your review. I would be happy to discuss their qualifications further should you have any questions.

Thank you for your time and for considering this referral.

Sincerely,

[Your Signature]

[Your Printed Name]