

Subject: Strategic Talent Recommendation: [Candidate Name]

Dear [Hiring Manager Name],

I am writing to formally recommend [Candidate Name] for a leadership or high-impact role within your organization. While [Candidate Name] is not currently seeking a new position, I believe their exceptional track record as a top producer makes them a vital asset for your future growth.

During my time working with [Candidate Name] at [Company Name], I observed their ability to consistently exceed [KPIs/Sales Targets] by [Percentage/Amount]. They possess a unique combination of [Skill 1] and [Skill 2] that has directly resulted in [Specific Achievement or Project Success].

Key highlights of their performance include:

- [Achievement 1: e.g., Increased annual revenue by 30%]
- [Achievement 2: e.g., Ranked #1 in the region for three consecutive years]
- [Achievement 3: e.g., Developed a proprietary workflow that saved 200+ hours annually]

Beyond the metrics, [Candidate Name] is a cultural driver who elevates the performance of those around them. They are a rare talent who remains focused on long-term value and high-level execution.

I highly recommend reaching out to [Candidate Name] to discuss how their expertise aligns with your strategic goals. I am happy to provide further details regarding their professional background at your convenience.

Best regards,

[Your Name]

[Your Title]

[Your Phone Number]

[Your Email Address]