

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

[Recruiter Name]
[Agency Name]
[Agency Address]

Subject: Professional Reference for [Candidate Name]

Dear [Recruiter Name],

I am writing to formally recommend [Candidate Name] for creative opportunities through your agency. Having worked closely with them as [Your Relationship] for [Duration of Time] at [Company Name], I have seen firsthand their exceptional talent in [Specific Creative Field, e.g., Graphic Design, Copywriting, UX Design].

[Candidate Name] possesses a unique ability to translate complex briefs into visually compelling and effective campaigns. During their time with us, they were responsible for [Key Project or Responsibility], which resulted in [Specific Achievement or Outcome]. Their technical proficiency in [Software/Tools] is matched by a strong conceptual mindset and a keen eye for detail.

Beyond their technical skills, [Candidate Name] is a collaborative team member who handles feedback with professionalism and meets tight deadlines without compromising quality. They would be a valuable asset to any creative team or client project.

Please feel free to contact me at [Phone Number] or [Email Address] if you require further information regarding their background or portfolio.

Sincerely,

[Your Signature]
[Your Printed Name]