

[Your Name]
[Your Job Title]
[Your Organization]
[Your Email Address]
[Your Phone Number]

[Date]

[Recruiter Name]
[Executive Search Firm Name]
[Firm Address]

RE: Professional Reference for [Candidate Name]

Dear [Recruiter Name],

I am writing this letter to provide a formal professional reference for [Candidate Name], who is currently being considered for an executive position within the Legal and Compliance sector. I have known [Candidate Name] for [Number] years in my capacity as [Your Relationship to Candidate, e.g., Superior/Peer/Board Member] at [Organization].

During our tenure together, [Candidate Name] demonstrated exceptional expertise in navigating complex regulatory environments and managing legal risk. They were instrumental in [mention a specific achievement, e.g., restructuring the compliance framework or leading a major litigation strategy]. Their ability to align legal requirements with business objectives makes them a rare asset at the executive level.

Beyond their technical proficiency, [Candidate Name] possesses high integrity and a disciplined approach to ethics-qualities that are non-negotiable for a senior compliance leader. They have a proven track record of leading diverse teams and communicating effectively with both internal stakeholders and external regulators.

I recommend [Candidate Name] without reservation for any senior legal or compliance leadership role. Their strategic vision and steady judgment would be a significant advantage to your client's organization.

Please feel free to contact me directly if you require further details regarding [Candidate Name]'s professional background and performance.

Sincerely,

[Your Signature]

[Your Printed Name]