[Mention your Name]

[Job Title]

[Company Name]

[Address, Zip Code]

[Phone]

[Email]

[Date]

[Addressee's Name]

[Job Title]

[Company Name]

[Address, Zip Code]

[Phone]

[Email]

Subject- Recommendation letter for Budget Manager

Dear [mention addressee's Name],

This letter is to recommend you a person (name of the person) who an expert and is fit for this particular post of Budget Manager for your company (mention the company).

He has a good ability to handle all the confidential information and great mathematical skills and has experience over (mention the years of experience).

So I would definitely like to recommend him to you for this post of Budget Manager here as you know I will always recommend the best and I know you will be happy to have such an amazing talent in your company.

He is a very friendly person and very hard working as well and always is on time at work due to which others really admire and respect him his professionalism.

As I have already worked with him when I was in (mention the company name and year) and was impressed with his work as well as with his professional so you can trust me on this.

Not only does he focus on every detail at work but has all the required degrees as well in this (mention the degree name) with exceptional attention to details, reliability, and honesty as well and has an additional certificate (mention the certificate name).

So overall he is a person full of talent, skill, and experience and I have not met anyone like him yet.

I hope you will like my recommendation and go with that. So without giving any second thought, I will highly recommend him to you for this post as you have been finding someone who is something like this.

So all the best to you in advance and also to your company if you ever work with him.

If you need any more details about him, you can contact me at my office number here (mention the company's Number) as I will be there to help you clear all your doubts or you can even send her an email directly at the (mention email id). He responds quickly to emails.

Thank you for asking me for a trusting me and asking for the recommendation,

Sincerely,

[Mention you're Name].