

PERSONAL RECOMMENDATION LETTER

To whom it may concern,

I am _____ (your name), and I have the pleasure of knowing _____ (recommended person's name) for over _____ (time period). Without hesitation, I have complete certainty in (his/her) exceptional character and suitability for a wide range of opportunities.

(Recommended person's name) has many qualities that set him apart from the rest.

During the time that I know (him/her), (recommended person's name) has demonstrated great qualities in _____, _____, _____ (specific qualities). For example, _____

_____ (provide specific examples of a time when he / she demonstrated such qualities).

In conclusion, I enthusiastically recommend (recommended person's name). (He/she) embodies a distinctive blend of character, competence, and interpersonal skills that make (him/her) an exceptional candidate for any opportunity.

Please do not hesitate to reach out to me directly at _____ (your phone number) or _____ (your e-mail address) if you have any questions, or you would like any further information.

Sincerely,

(signature)

(your name)