

# 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)