

# LETTER OF RECOMMENDATION

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Dear \_\_\_\_\_,

Written by a family member:

I am writing this letter to recommend my \_\_\_\_\_ [Relationship with Recommended Person], \_\_\_\_\_ [Name of Recommended Person], for \_\_\_\_\_ [Purpose of Recommendation]. I have had the opportunity to see them grow and develop into an exceptional individual with many outstanding qualities.

\_\_\_\_\_ [Name of Recommended Person] is a responsible, dependable, and hardworking individual who has always demonstrated a commitment to excellence in all aspects of their life. They possess strong values, a positive attitude, and a willingness to help others.

In addition, \_\_\_\_\_ [Name of Recommended Person] is an excellent communicator and has a natural talent for building strong relationships with others. They are approachable, friendly, and always willing to lend a helping hand to those in need. Their positive attitude and willingness to work collaboratively make them an asset to any team.

I wholeheartedly recommend \_\_\_\_\_ [Name of Recommended Person] for [Purpose of Recommendation]. They are a remarkable individual who will make a positive impact in any organization or environment they are in.

Written by a coworker:

I am writing to recommend \_\_\_\_\_ [Name of Recommended Person] for \_\_\_\_\_ [Purpose of Recommendation]. At \_\_\_\_\_ [Name of Company], I have had the opportunity to work closely with them for \_\_\_\_\_ [Duration of Time Co-worked] and have seen firsthand their exceptional qualities.

\_\_\_\_\_ [Name of Recommended Person] is an exceptional individual with a strong work ethic, outstanding communication skills, and a natural ability to lead. They are a dedicated professional who consistently delivers high-quality results, exceeding expectations. Their attention to detail and ability to analyze complex information are invaluable assets to our team.

In addition to their technical skills, \_\_\_\_\_ [Name of Recommended Person] has exceptional interpersonal skills. They are always willing to lend a helping hand to colleagues and us a team player who inspires others to do their best. Their positive attitude makes them a pleasure to work with and an asset to any team.

I wholeheartedly recommend \_\_\_\_\_ [Name of Recommended Person] for \_\_\_\_\_



[Purpose of Recommendation]. They are a remarkable individual who will make a positive impact in any organization or environment they are in.

Generic:

I am writing this letter to recommend \_\_\_\_\_ [Name of Recommended Person], for \_\_\_\_\_ [Purpose of Recommendation]. As \_\_\_\_\_ [Name of Recommended Person]'s \_\_\_\_\_ [Relationship with Recommended Person], I have known \_\_\_\_\_ [Name of Recommended Person] for \_\_\_\_\_ [Duration of Time Known] and have had the opportunity to observe them grow and develop into an exceptional individual with many outstanding qualities.

\_\_\_\_\_ [Name of Recommended Person] is a highly motivated, dedicated individual who possesses a strong work ethic and a commitment to excellence. They are an effective communicator and work well in a team environment. Their skills and qualifications make them an asset to any organization.

\_\_\_\_\_ [Name of Recommended Person] has demonstrated an ability to handle challenging situations with poise and professionalism. They possess the ability to think creatively and develop innovative solutions to problems. \_\_\_\_\_ [Name of Recommended Person] has an exceptional ability to prioritize and manage tasks, and consistently meets or exceeds goals and expectations.

I wholeheartedly recommend \_\_\_\_\_ [Name of Recommended Person] for \_\_\_\_\_ [Purpose of Recommendation]. They are a remarkable individual who will make a positive impact in any organization or environment they are in.

Please do not hesitate to contact me if you have any further questions or require additional information about \_\_\_\_\_ [Name of Recommended Person] or their qualifications.

Best,

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

