

LETTER OF RECOMMENDATION

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: _____

