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\_\_\_\_\_, 20\_\_\_\_

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Dear \_\_\_\_\_ [Recipient's name],

I am writing to recommend \_\_\_\_\_ [Applicant's name] for \_\_\_\_\_  
[Position applied for] at \_\_\_\_\_ [Name of entity]. As \_\_\_\_\_ [Applicant's  
name]'s \_\_\_\_\_ [Relation to applicant] for the past \_\_\_ years at \_\_\_\_\_  
[Name of entity where the referrer and applicant worked], I have had the pleasure of witnessing  
\_\_\_\_\_ [Applicant's name]'s professional growth firsthand. With \_\_\_ years of experience  
in \_\_\_\_\_ [Referrer's professional field], I believe I am well-positioned to provide an  
accurate assessment of \_\_\_\_\_ [Applicant's name]'s contributions and skills.

During their tenure, \_\_\_\_\_ [Applicant's name] has consistently demonstrated  
\_\_\_\_\_ [Personal trait]. One notable achievement was their involvement in  
\_\_\_\_\_ [Applicant's accomplishment],  
showcasing their ability to \_\_\_\_\_ [Key quality relevant to the applied  
position] — key qualities for the role at your company. As a result,  
\_\_\_\_\_ [Result of accomplishment].

In addition, \_\_\_\_\_ [Applicant's name] exhibits strong \_\_\_\_\_ [Personal  
trait]. This was evident in \_\_\_\_\_ [Applicant's name]'s commitment to  
\_\_\_\_\_ [Applicant's accomplishment].

Thanks to \_\_\_\_\_ [Applicant's name],  
\_\_\_\_\_ [Result of accomplishment].  
\_\_\_\_\_ [Applicant's name]'s skills in \_\_\_\_\_  
[Professional skills relevant to the position applied for] also align seamlessly with the requirements of the  
position. With their expertise and impeccable work ethics, \_\_\_\_\_ [Applicant's name] is  
sure to be an invaluable asset to your team.

In conclusion, I wholeheartedly endorse \_\_\_\_\_ [Applicant's name] for this position. I am  
confident that they will exceed your expectations and contribute positively to your team. Should you have  
further questions, do not hesitate to contact me at [phone number] or [email address].

Sincerely,

\_\_\_\_\_  
\_\_\_\_\_

