

_____, 20____

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,

