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| **LETTER OF RECOMMENDATION** | |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_\_  
  
Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Recipient’s Name],  
  
My name is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Referrer’s Name], and I'm writing to support \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Applicant’s Name] for their application for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Position Applied]. Having been \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Applicant’s Name]’s \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Relation to Applicant] at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Name of Entity] for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Length of Time], I have witnessed firsthand their commitment, growth, and exceptional achievements.  
  
A standout moment under \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Applicant’s Name]’s \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Personal Trait] was their involvement in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Applicant’s Achievement]. As a result of their commendable effort, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Result of Achievement]. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Applicant’s Name] further showcased their \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Personal Trait] by playing a pivotal role in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Applicant’s Achievement]. Thanks to them, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Result of Achievement]. Additionally, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Applicant's Name] made a significant contribution to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Applicant’s Achievement]. Because of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Applicant’s Name], \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Result of Achievement]. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Applicant Name]’s accomplishments have not only underscored their ability to excel in a collective environment but also demonstrated their potential to thrive in dynamic situations.  
  
I wholeheartedly endorse \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Applicant Name]'s application for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Position Applied]. Throughout my interactions with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Applicant’s Name], I have consistently witnessed their profound dedication and positive influence on those around them. I am confident that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Applicant’s Name] will prove to be an invaluable asset in the new environment they become a part of.

Should you have any further questions or wish to discuss \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Applicant Name]'s application in more detail, please do not hesitate to contact me.

Sincerely,  
  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Referrer’s Signature]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Referrer’s Name]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Referrer’s Title]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Referrer’s Entity]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Referrer’s Phone Number]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Referrer’s Email]