

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]

