

Letter of Recommendation

Date: _____

Recommender:

Name: _____

Address: _____

Phone Number: _____

Email Address: _____

Recipient:

Company/Organization Name: _____

Position: _____

Address: _____

Re: Recommendation for _____

To Whom This May Concern/To Mr./Mrs./Ms _____,

My name is _____ and it's a pleasure for me to recommend _____ to whom I have personally known for _____ [duration of time] as my _____ [type of relationship].

Within my relationship with _____ I have experienced an individual who is dedicated to their work, have an extensive knowledge and high qualification in the _____ [field/industry] and possesses exceptional skills that make him/her an outstanding candidate for _____ [position or vacancy].

_____ is a good team player, knowledgeable and motivated person that will be a significant contribution to your _____.

Please do not hesitate to contact me if you should require additional information or need further clarification regarding of the above mentioned.

Best regards,

Name and Signature _____