

# Recommendation Letter Template

[Your Name]

[Your Title/Position]

[Your Institution/Company]

[Your Contact Information]

[Date]

[Recipient's Name]

[Recipient's Title/Position]

[Recipient's Institution/Company]

[Recipient's Address]

Dear [Recipient's Name],

I am writing this letter to enthusiastically recommend [Applicant's Full Name] for [Purpose of the Recommendation: Job, School Admission, Scholarship, etc.]. I have had the privilege of working closely with [Applicant's Last Name] for [Duration of Your Professional Relationship] at [Your Institution/Company], where they held the position of [Applicant's Position/Role]. Throughout our time together, I have witnessed [his/her/their] exceptional skills, dedication, and passion.

[Provide specific instances and details of the applicant's accomplishments, contributions, and qualities. Highlight their strengths, such as teamwork, leadership, problem-solving abilities, creativity, and any other relevant attributes.]

[Share any relevant personal anecdotes or experiences that demonstrate the applicant's character and suitability for the desired opportunity.]

In addition to [his/her/their] remarkable professional attributes, [Applicant's First Name] possesses a strong work ethic, an eagerness to learn, and the ability to adapt to new challenges with ease.

[He/She/They] consistently go above and beyond what is expected and approach every task with enthusiasm and determination.

[Discuss any relevant academic achievements or qualifications if applicable.]

It is without reservation that I recommend [Applicant's Full Name] for [Purpose of the Recommendation]. [He/She/They] have not only demonstrated the skills and qualities necessary for success in [Field/Industry], but [he/she/they] have also shown immense potential for growth and leadership.

Please do not hesitate to contact me at [Your Contact Information] if you require further information or would like to discuss [Applicant's First Name] in greater detail. I am confident that [he/she/they] will excel and make meaningful contributions to [New Opportunity]. [He/She/They] have my highest endorsement.

Sincerely,

[Your Full Name]

[Your Title/Position]

[Your Institution/Company]

[Your Contact Information]