



[Today's Date]

Dear [Mr./Mrs./Ms./To Whom it May Concern],

I am writing to recommend [full name of person you're recommending] for [what you're recommending them for].

I have known [person you're recommending] since [date] as [capacity in which you've known the person, i.e. "good friend," "co-worker," etc.].

I have always known [person you're recommending] to be [qualities the person has, such as "honest," "loyal," "hard-working"].

Based on our experience together, I can confidently recommend [person you're recommending] for [thing you're recommending them for].

Sincerely,

[Your Name + Signature]