

Letter of Recommendation

To Whom It May Concern,

I, _____, write this letter to state my proud recommendation of _____ whom I have known for _____ years as my _____.

During my relationship with _____, I was able to witness and experience several of their favorable traits. _____ was never late, works hard and better than expected, owns up and is accountable for their lapses, and always carries themselves in a calm and respectable manner under different situations. Moreover, _____ is a family-person that always presents themselves with grace.

If you have any questions, please do not hesitate to contact me through phone: _____ or through email: _____.

Sincerely,
