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,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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