**PERSONAL LETTER OF RECOMMENDATION**

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\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_,

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

I am honored to recommend my dear friend \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, to whom I have personally known for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ as my \_\_\_\_\_\_\_\_\_\_\_\_. I have known \_\_\_\_\_\_\_\_\_\_\_\_\_\_ for quite a while and I have experienced firsthand his/her hard work, dedication, and compassion towards any task assigned to him/her.

He/She is a great team player and a go-getter—one who keeps his/her eye on the prize while ensuring that nobody gets left behind. I have witnessed how he/she is loved and admired by everyone because of her unrelenting and selfless service. I have seen him/her on how she deals with criticisms and how he/she uses them as a driving force to excel further in her craft. All in all, he/she is a great person to be around and that’s what makes him/her easier to be approached by many.

For all these reasons, I believe that \_\_\_\_\_\_\_\_\_\_\_\_\_ is the right person that you need.

If you have any questions, please do not hesitate to contact me through\_\_\_\_\_\_\_\_\_\_\_\_. I am available from \_\_\_\_\_\_\_\_\_\_\_\_\_ at \_\_\_\_\_\_\_\_\_\_\_\_.

Sincerely,

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