

PERSONAL LETTER OF RECOMMENDATION

_____, _____

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,
