

**[YOUR NAME / COMPANY NAME]**

[Address Line 1] · [Address Line 2]

[Phone] · [Email]

[DATE]

[Recipient Name / To Whom It May Concern]

[Organisation]

[Address]

**Subject: Letter of Recommendation for [Candidate Name]**

To Whom It May Concern,

It is my pleasure to recommend [Candidate Name] for [POSITION / PROGRAMME]. I am [YOUR NAME], [YOUR TITLE] at [ORGANISATION], and I have known [Candidate First Name] for [PERIOD] as [his/her/their] [manager / professor / colleague].

During this time, [Candidate First Name] consistently demonstrated [TWO OR THREE KEY QUALITIES — e.g. initiative, analytical rigour, reliability]. A specific example: [A CONCRETE STORY — a project delivered, a problem solved, a result achieved with numbers if possible].

Beyond [his/her/their] technical abilities, [Candidate First Name] is [PERSONAL QUALITIES — how they work with others, character, work ethic], which made [him/her/them] a valued member of our [team / class].

I recommend [Candidate Name] without reservation and am confident [he/she/they] will be an asset to your organisation. Please feel free to contact me at [PHONE / EMAIL] if you would like further information.

Yours faithfully,

[Your Name]

[Job Title]

[Organisation]

[Phone] · [Email]