*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Referrer’s Name]*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Referrer’s Company]*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[Referrer’s Address]*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[Referrer’s Phone Number or Email Address]*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_\_*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Recipient’s Name]*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Recipient’s Company]*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Recipient’s Address]*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Recipient’s Phone Number or Email Address]*  
Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Recipient’s name],I am writing to recommend \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Applicant’s name] for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Position applied for] at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Name of entity]. As \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Applicant’s name]’s \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Relation to applicant] for the past \_\_\_ years at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Name of entity where the referrer and applicant worked], I have had the pleasure of witnessing \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Applicant’s name]’s professional growth firsthand. With \_\_\_ years of experience in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Referrer’s professional field], I believe I am well-positioned to provide an accurate assessment of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Applicant’s name]'s contributions and skills.  
  
During their tenure, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Applicant’s name] has consistently demonstrated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Personal trait]. One notable achievement was their involvement in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Applicant’s accomplishment], showcasing their ability to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Key quality relevant to the applied position] — key qualities for the role at your company. As a result, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Result of accomplishment].

In addition, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Applicant’s name] exhibits strong \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Personal trait]. This was evident in\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Applicant’s name]’s commitment to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Applicant’s accomplishment].   
  
Thanks to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Applicant’s name], \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Result of accomplishment]. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Applicant’s name]’s skills in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Professional skills relevant to the position applied for] also align seamlessly with the requirements of the position. With their expertise and impeccable work ethics, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Applicant’s name] is sure to be an invaluable asset to your team.  
  
In conclusion, I wholeheartedly endorse \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Applicant’s name] for this position. I am confident that they will exceed your expectations and contribute positively to your team. Should you have further questions, do not hesitate to contact me at [phone number] or [email address].

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Referrer's Signature]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Referrer's Print Name]