



Use the following letter of recommendation template to get you started and help you better connect with your intended audience.

Your company letterhead
1234 Address St., New York, NY 12345

[Date]

[Recipient's first and last name]
[Recipient's title]
[Recipient's organization]
[Recipient's street address]
[Recipient's mailing address]

Dear Mr./Mrs./Ms. [last Name] / To whom it may concern,

My name is [your name]. I am a [job title] at [your organization], where I have worked with [candidate name] for [amount of time]

[Introduction to your connection with the candidate]. I recall a time when [positive, role-relevant story]. That's when I knew [candidate name] was an invaluable asset to our team.

Since then, I have worked with many more [relevant role title/student]s, but [candidate name] excels among them. In particular, I feel our organization has greatly benefitted from [recurring achievement], a [talent/skill] that [candidate name] has become known for embodying.

Given his/her/their [relevant skills and traits], I can confidently say that [candidate name] would excel as a [role title] at [organization/program]. If you'd like to learn more about his/her/their behavior and qualifications, you can reach me at [phone number] or [email address]. Thank you very much for your time.

Sincerely,

[Your name]
[Your title]

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