

# Letter of Recommendation

Date: \_\_\_\_\_

To Whom This May Concern,

My name is \_\_\_\_\_ [Your Name] and proud to offer my recommendation of \_\_\_\_\_ [Individual's Name] to whom I have personally known for \_\_\_\_ years as my \_\_\_\_\_ [Relationship].

During my relationship with \_\_\_\_\_ [Individual's Name] I have experienced an individual who shows up earlier than asked, works hard, and carries themselves in a polite, respectable manner. In addition, \_\_\_\_\_ [Individual's Name] is a family-person who has always presented themselves with levelheadedness and grace.

Please do not hesitate to contact me if you should require any further information.

Best,

Signature \_\_\_\_\_ Date \_\_\_\_\_

Telephone \_\_\_\_\_

E-Mail \_\_\_\_\_