

LETTER OF RECOMMENDATION

[Recommender Name]

[Title / Position]

[Organization / Institution]

[Address]

[Phone] | [Email]

[Date]

[Recipient Name OR "To Whom It May Concern"]

[Recipient Organization]

[Recipient Address]

RE: Recommendation for [Candidate Full Name]

Dear [Recipient Name / Admissions Committee / Hiring Manager]:

I am writing to enthusiastically recommend [Candidate Name] for [the position of ___ / admission to ___ / the ___ scholarship]. I have known [Candidate] for [number] years in my capacity as [their supervisor / professor / mentor] at [Organization], where I have had the opportunity to observe their [work / academic performance / character] firsthand.

STRENGTH 1: [Headline]

[Specific example demonstrating this strength. Include measurable outcomes where possible. Example: "When the marketing team faced a 30% budget reduction, [Candidate] developed a content strategy that maintained lead volume while cutting cost by 40%. This required negotiating with three vendors, redesigning the email funnel, and personally executing campaigns that the team had previously outsourced. The initiative was completed on schedule and generated a 25% improvement in conversion."]

STRENGTH 2: [Headline]

[Second specific example, ideally illustrating a different quality. Example: "Beyond results, [Candidate] consistently demonstrated exceptional judgment under pressure. When [specific challenging situation], [Candidate] [specific action], resulting in [specific outcome]. This is the kind of judgment that does not develop quickly — [Candidate] showed it from their first year with us."]

STRENGTH 3 (OPTIONAL): [Headline]

[Optional third strength relevant to the opportunity. Often a character or interpersonal quality. Example: "[Candidate] also has the rare ability to communicate complex technical concepts to non-technical stakeholders. I watched them present [topic] to our board of directors, simplifying the framework without losing accuracy. The board approved the recommendation unanimously, and several members specifically commented on the quality of the presentation."]

OVERALL ASSESSMENT

In my [number] years at [Organization], I have worked with hundreds of [colleagues / students / mentees]. [Candidate] ranks in the top [percentile] of those I have known in [relevant dimension]. They have the [intelligence / work ethic / character / specific quality] to excel in [target opportunity], and I am confident they will exceed expectations in [the role / program].

Please feel free to contact me at [phone] or [email] if you have any questions or would like to discuss [Candidate]'s qualifications further.

Sincerely,

[Recommender Signature]

[Recommender Printed Name]

[Title]

[Organization]

DISCLAIMER: This template is provided for informational purposes only. Recommenders should write only what is true and supportable — false statements may give rise to defamation or fraud claims.