

[Today's Date]

Dear **[Mr./Mrs./Ms./To Whom it May Concern],**

I am writing to recommend **[full name of person you're recommending]** for **[what you're recommending them for]**.

I have known **[person you're recommending]** since **[date]** as **[capacity in which you've known the person, i.e. "good friend," "co-worker," etc.]**.

I have always known **[person you're recommending]** to be **[qualities the person has, such as "honest," "loyal," "hard-working"]**.

Based on our experience together, I can confidently recommend **[person you're recommending]** for **[thing you're recommending them for]**.

Sincerely,

[Your Name + Signature]