**Letter of Recommendation**

Date: [DATE]

To Whom This May Concern,

My name is [YOUR NAME]. I am proud to offer my recommendation of [INDIVIDUAL'S NAME], whom I have personally known for [NUMBER] years as [RELATIONSHIP].

During my relationship with [INDIVIDUAL'S NAME], I have witnessed an exemplary individual dedicated to excelling in their professional and personal affairs through a strong work ethic and the utmost respect for others. [INDIVIDUAL'S NAME], above all else, is a family-oriented person who has always conducted and presented themselves with a polite demeanor and levelheadedness in their judgment. I am confident they will be a great fit, and I give my highest recommendation.

Please feel free to contact me if you should require any further information.

Best,

Signature [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_](http://www.esign.com/) Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone [TELEPHONE]

E-Mail [EMAIL]