

Recommendation letter format

A recommendation letter is written to endorse or recommend a person's skills, character, or qualifications for a job, scholarship, or other opportunities. It is commonly requested by employers or educational institutions.

Q: Recommendation letter format and example

[Your Position/Occupation]

[Your Organization/Institution]

[Your Address]

[City, State, Postal Code]

<space>

[Date]

<space>

To Whom It May Concern,

I am writing to highly recommend [Recommendee's Name] for [Purpose of Recommendation (e.g., job position, academic program, scholarship, etc.)]. I have had the pleasure of knowing [Recommendee's Name] for [Duration of Relationship] and have been consistently impressed with their [mention key qualities, skills, or attributes].

[Recommendee's Name] has demonstrated exceptional [mention specific skills, abilities, or achievements]. They have shown great

dedication, [mention specific qualities], and a strong work ethic in [mention relevant experiences or situations]. [Provide specific examples or instances that highlight the recommendee's capabilities and accomplishments].

I have no doubt that [Recommendee's Name] would be a valuable asset to [Purpose of Recommendation (e.g., organization, institution, program)]. Their [mention qualities or skills] combined with their [mention personal characteristics or attributes] make them an outstanding candidate.

I highly recommend [Recommendee's Name] without reservation and believe they would make significant contributions in their chosen field. If you have any further questions or require additional information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for considering my recommendation. I am confident that [Recommendee's Name] would excel in [Purpose of Recommendation], and I wholeheartedly support their application.

<space>

Sincerely,

[Your Full Name]

[Your Position/Occupation]

[Your Organization/Institution]

[Phone Number]

[Email Address]

Key points for writing body of letter:

~Opening Paragraph:

- Introduce yourself and your relationship with the person you are recommending.
- Include the purpose of the letter and the specific position, program, or opportunity the individual is applying for.

~Body Paragraph(s):

- Provide a detailed and specific assessment of the individual's skills, qualities, and achievements.

- Share personal experiences, observations, and examples that demonstrate the individual's strengths and abilities.
- Highlight their relevant accomplishments, leadership abilities, teamwork skills, and any outstanding qualities that make them stand out.
- Use specific examples and anecdotes to support your statements and provide evidence of their abilities.

~Closing Paragraph:

- Summarize your recommendation and express confidence in the individual's abilities and potential.

- Offer to provide further information or answer any additional questions, if applicable.
- Provide your contact information in case the recipient needs to reach out to you.

Example 1:

[Your Position/Title]

[Your Organization/Institution]

[Address]

[City, State, Postal Code]

.

[Date]

.

Respected [Recipient's Name],

I am writing to tell you about [Individual's Name] and why I highly recommend them for [Position/Program/Opportunity].

I have had the pleasure of working closely with [Individual's Name] at [Your Organization/Institution] for [length of time or specific context]. I have seen firsthand their impressive skills, hard work, and positive attitude.

[Individual's Name] is a dedicated and talented individual. They always go above and beyond in their work and consistently produce high-quality results. They have a strong ability to [specific

abilities or traits], which has been invaluable to our team.

One of the things that stands out about [Individual's Name] is their exceptional communication skills. They are able to express their ideas clearly and effectively, and they are a great team player. [Individual's Name] is always willing to help others and is well-respected by their colleagues.

I have no doubt that [Individual's Name] will excel in [Position/Program/Opportunity]. They are reliable, dedicated, and have a strong work ethic. They are quick to learn and adapt, making them a valuable asset to any team.

I wholeheartedly recommend [Individual's Name] for [Position/Program/Opportunity]. They have the skills, qualities, and drive to succeed. If you have any further questions or would like

additional information, please feel free to contact me.

Thank you for considering my recommendation. I am confident that [Individual's Name] will make a positive impact, and I am available to provide any further support if needed.

Sincerely,

[Your Full Name]

[Your Position/Title]

[Your Organization/Institution]

[Contact Information]

Example 2:

[Your Position/Title]

[Your Organization/Institution]

[Address]

[City, State, Postal Code]

.

[Date]

.

Respected [Recipient's Name],

I am writing to recommend [Student's Name], a remarkable grade 12 student, for [purpose of the recommendation, e.g., college applications, scholarship opportunities].

I have had the privilege of being [Student's Name]'s [subject/teacher/advisor] at [School Name] for the past [duration of time or specific context]. Throughout this time, I have been thoroughly impressed by their dedication, academic achievements, and overall character. [Student's Name] is an exceptional student who consistently demonstrates a strong work ethic and a genuine enthusiasm for learning. They approach their studies with diligence and determination, always striving to achieve their best. Their commitment to their education is truly commendable.

Beyond their academic performance, [Student's Name] possesses outstanding personal qualities.

They are kind, respectful, and consistently display excellent communication skills. They actively contribute to classroom discussions, listening attentively to others and offering thoughtful insights and perspectives.

Moreover, [Student's Name] exhibits strong problem-solving skills and the ability to think critically. They approach challenges with a positive mindset, demonstrating resilience and adaptability. They are not afraid to ask questions, seek clarification, and explore innovative solutions.

In conclusion, I highly recommend [Student's Name] for [purpose of the recommendation]. They have proven themselves to be an exceptional student, both academically and personally. I am confident that their dedication, enthusiasm, and positive attitude will continue to propel them toward success.

Please feel free to contact me if you require any further information or have additional questions about [Student's Name]. Thank you for considering my recommendation.

Sincerely,

[Your Full Name]

[Your Position/Title]

[Your Organization/Institution]

[Contact Information]

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