

To Whom It May Concern,

I am writing to recommend _____ for the position of _____ at your organization. I have had the pleasure of knowing _____ for _____ years in my capacity as _____ at _____.

During this time, _____ has demonstrated outstanding _____ skills and a high level of commitment to _____. _____ is a dedicated, reliable, and skilled individual who consistently strives for excellence.

Please feel free to contact me at _____ or _____ for any further information.

I highly recommend _____ for your consideration.

Sincerely,

