

Strong Recommendation Letter Template (With Firsthand Personal Experience)

[Your Name]
[Your Position/Title]
[Company/Organization/Institution]
[Address Line 1]
[Address Line 2]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Position/Title]
[Recipient Company/Organization/Institution]
[Recipient Address Line 1]
[Recipient Address Line 2]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to offer my **strongest recommendation** for [Candidate Name] for [position, program, opportunity, etc.]. I have had the privilege of working closely with [him/her/them] for [duration] as [your relationship to the candidate, e.g., supervisor, professor, colleague] at [where you worked together].

During our time together, I witnessed firsthand [Candidate Name]'s exceptional abilities in [relevant skills or qualities]. For example, [describe a specific situation or project that illustrates the candidate's skills, character, or achievements]. Through this experience, it was clear that [he/she/they] possesses not only remarkable technical competence but also impressive dedication, professionalism, and a collaborative spirit.

One particular instance that stands out is [provide a detailed anecdote or example that demonstrates the candidate's unique strengths or contributions]. This experience underlined [Candidate Name]'s [positive quality, such as leadership, problem-solving abilities, creativity, etc.] and convinced me of [his/her/their] potential to excel in even more challenging environments.

Beyond [his/her/their] technical qualifications, I have also come to know [Candidate Name] as a person of great integrity, reliability, and kindness. [He/She/They] consistently earns the trust and respect of peers, and I have every confidence that [he/she/they] will make a positive and lasting impact wherever [he/she/they] applies [his/her/their] talents.

In light of my direct experience working with [Candidate Name], I wholeheartedly and unreservedly recommend [him/her/them] for [position, program, opportunity]. Please do not hesitate to contact me if you have any questions or would like to discuss [his/her/their] qualifications further. I am certain that [he/she/they] will prove to be an outstanding asset to your [team, organization, program, etc.].

Sincerely,

[Your Name]
[Your Title/Position]