

Recommendation Letter Template (with Personal Anecdotes)

[Your Name]
[Your Position/Title]
[Your Organization/Institution]
[Your Email]
[Date]

To Whom It May Concern,

I am pleased to write this letter of recommendation for **[Candidate's Name]**, whom I have had the pleasure of knowing as [your relationship, e.g., a student in my class, a colleague on my team] at [place/institution] for [duration].

From the outset, **[Candidate's Name]** distinguished themselves through [mention a quality or skill]. I vividly remember a time when [insert personal anecdote: describe a specific event or situation where the candidate demonstrated this quality, e.g., their leadership during a challenging group project or their creativity in solving a unique problem]. This experience highlighted their remarkable ability to [summarize the trait the anecdote demonstrates].

Another instance that exemplifies **[Candidate's Name]**'s character occurred when [insert another brief anecdote: perhaps how they helped a peer, took initiative on a task, or contributed to the community]. Their willingness to [describe action] showcased not only their [related trait, e.g., empathy, dedication], but also their commitment to [related value/goal].

Throughout my time working with **[Candidate's Name]**, I have consistently been impressed by their [list a few more qualities or skills]. These personal stories are just a small sample of their positive impact and unwavering integrity.

For all these reasons, I give **[Candidate's Name]** my highest recommendation for [position, program, opportunity]. I am confident they will bring the same level of excellence, dedication, and character that I have witnessed first-hand.

If you require any further information, please do not hesitate to contact me at [your email/phone number].

Sincerely,
[Your Signature, if submitting by mail]
[Your Name]