

# Sample Formal Business Letter for Recommendation and Reference

[Your Name]  
[Your Position/Title]  
[Your Company/Organization]  
[Company Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient Name]  
[Recipient Position/Title]  
[Recipient Company/Organization]  
[Recipient Address]  
[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to wholeheartedly recommend **[Candidate's Name]** for *[position, academic program, or opportunity]*. I have had the pleasure of working with **[Candidate's Name]** for *[length of time]* at *[company/organization]*, where they served as *[position/title]*.

During their time with us, **[Candidate's Name]** consistently demonstrated outstanding skills in *[list relevant skills or areas, e.g., project management, leadership, communication]*. Notably, they **[provide a specific example of an accomplishment or experience that highlights the candidate's strengths]**. Their ability to *[describe key strengths, e.g., solve complex problems, work collaboratively, manage time effectively]* significantly contributed to our team's success and the achievement of organizational goals.

In addition to their technical qualifications, **[Candidate's Name]** is highly reliable, dedicated, and possesses exemplary character. Their professionalism and positive attitude have earned them the respect of both colleagues and supervisors alike.

I am confident that **[Candidate's Name]** will be a tremendous asset to your *[organization, program, etc.]*. Please feel free to contact me at *[your phone number]* or *[your email address]* if you require additional information or wish to discuss **[Candidate's Name]**'s qualifications in further detail.

Thank you for considering this recommendation.

Sincerely,  
[Your Name]  
[Your Position/Title]  
[Your Company/Organization]