

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]