

# Reference Letter with Personal Recommendation

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

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

Dear [Recipient's Name],

I am writing to highly recommend **[Applicant's Name]** for the position of **[Job Title]** at **[Company/Organization Name]**. I have had the pleasure of knowing and working with **[Applicant's Name]** for [duration] in my capacity as [your relationship: supervisor, colleague, mentor, etc.], and I am confident in their abilities and commitment to excellence.

**[Applicant's Name]** has consistently demonstrated outstanding **skills** in [relevant skills or field]. For example, [he/she/they] successfully [describe a specific achievement or project, highlighting results and impact]. Their attention to detail, innovative approach, and strong organizational skills have contributed greatly to our team's success.

Beyond their professional accomplishments, **[Applicant's Name]** is a person of high integrity and a positive attitude. [He/She/They] approaches challenges with resilience, communicates effectively with colleagues and clients, and is always eager to go above and beyond expectations. Their strong **work ethic** and commitment to continuous improvement set them apart.

I am confident that **[Applicant's Name]** will be a valuable asset to your organization, much as [he/she/they] has been to ours. I highly recommend [him/her/them] for the **[Job Title]** position, and I believe [he/she/they] will exceed your expectations.

If you require any further information, please feel free to contact me at **[Your Email Address]** or **[Your Phone Number]**.

Sincerely,  
[Your Name]