Dear **[Mr./Mrs./Ms./To Whom it May Concern]**,

I am writing to recommend **[full name of person you’re recommending]** for **[what you’re recommending them for]**.

I have known **[person you’re recommending]** for **[number of months or years]** as a **[friend, coach, neighbor, etc]**.

From my experience, **[person you’re recommending]** is **[qualities the person has, such as “honest,” “kind,” easy to work with,” etc]**.

One example of **[his/her]** character is when **[he/she]** was **[something specific he/she did that showed character]**.

Based on our experience together, I can confidently recommend **[person you’re recommending]** for **[what you’re recommending the person for]**.

Sincerely,

**[Your Name + Signature]**