**LETTER OF RECOMMENDATION**

**[Address]**

**[City, postal code]**

**[Date]**

**[Company’s name]**

**[Company’s address]**

**[City, postal code]**

To whom it may concern,

I am writing to strongly recommend **[name of the applicant]**for the advertised position **[job title]**at **[name of the company]**. I have gone to the same university, and we have attended many classes together and worked out many assigned together. During this entire period, I have gotten a chance to know XXX abilities skills, and characters.

Recently, performed a role of a **[name of the company]** the task is given in one of our local branches .xxx organized all the events, meetings, and conferences, receiving the boss phone calls, booking and making travel arrangements for the director among other administrative roles.

I am confident that will be an excellent fit for your staff. With the candidate’s relentless motivation, organizational skills, and being able to work under pressure, will bring a wealth of skills, experiences, and knowledge to your **[name of the company]**.

If you have any inquiries concerning the above person, I will be extremely happy to discuss it with you.

Sincerely,

**[Name]**