**PERSONAL LETTER OF RECOMMENDATION FOR A FAMILY MEMBER**

[NAME OF RECIPIENT]

[DESIGNATION]

[ACADEMIC INSTITUTION]

[ACADEMIC INSTITUTION ADDRESS]

[STATE], [ZIP CODE]

[DATE]

SUBJECT: LETTER OF RECOMMENDATION FOR [NAME OF APPLICANT] as [INSERT POSITION DESIRED]

Dear Mr./Ms.,

I am writing this letter in support of [NAME OF FAMILY MEMBER], who happens to be my [RELATIONSHIP WITH FAMILY MEMBER], and who have applied for [NAME OF ACADEMIC INSTITUTION]’s [POSITION/ROLE THAT THE PERSON IS APPLYING FOR].

I have known the applicant since he/she was born and though my familial connection makes me appear biased, I still feel that I am a good judge of skill and character to be considered a fair reference.

[NAME OF APPLICANT] is a person of good moral character, possesses a strong work ethic, and a natural team player. Moreover, I can attest that the applicant is an experienced [TYPE OF ROLE/POSITION] with great skills.

I could continue with a multitude of descriptions of the applicant's many other good qualities but I would simply like to express how confident I am that the applicant is a great match to the requirements of the position.

Sincerely,

[NAME AND SIGNATURE]