|  |
| --- |
| Personal Letter of Recommendation |
|   |
|   |
|   |
| Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|   |
|   |
| To Whom This May Concern, |
|   |
| My name is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Your Name] and proud to offer my recommendation of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Individual’s Name] to whom I have personally known for \_\_\_ years as my \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Relationship]. |
|  |
| During my relationship with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Individual’s Name] I have experienced an individual who shows up earlier than asked, works hard, and carries themselves in a polite, respectable manner. In addition, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Individual’s Name] is a family-person who has always presented themselves with levelheadedness and grace.  |
|   |
| Please do not hesitate to contact me if you should require any further information. |
|   |
| Best, |
|  |
| Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |
| Telephone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |
| E-Mail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |