**Personal Letter of Recommendation**

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

**To Whom It May Concern:**

I am writing to recommend **[Candidate’s Full Name]** for **[position/program/opportunity]**. I have had the pleasure of knowing **[Candidate’s First Name]** for **[length of time]** in the capacity of **[your relationship—e.g., colleague, neighbor, mentor, teacher, etc.]**, and during this time, I have been consistently impressed with their character, integrity, and abilities.

One of the qualities that stands out most about **[Candidate’s First Name]** is their **[specific trait, e.g., reliability, leadership, compassion]**. They consistently demonstrate **[provide a concrete example or brief story that illustrates the trait]**. This quality, combined with their strong **[mention another trait or skill, e.g., communication skills, problem-solving abilities, teamwork]**, makes them exceptionally well-suited for **[position/program/opportunity]**.

Beyond their skills and accomplishments, **[Candidate’s First Name]** is a person of remarkable integrity and character. They are **[positive traits, e.g., honest, empathetic, dependable]**, and their presence enriches any team or community they are part of. I have no doubt that they will bring the same level of dedication, excellence, and positive attitude to **[institution/employer]**.

I wholeheartedly recommend **[Candidate’s Full Name]** for **[position/program/opportunity]**. I am confident they will exceed expectations and make meaningful contributions. Please feel free to contact me at **[your phone/email]** if you require any additional information.

Sincerely,  
[Your Full Name]  
[Your Title/Position]

