Letter of recommendation

Organisation logo or letterhead

Author of the recommendation

Full name

Position

Organisation

Telephone

E-mail address

Person recommended and relationship

Full name of the person recommended

Position, role or programme concerned

Nature of the relationship

Since when and for how long

Dear Sir or Madam,

I confirm that I have known the person named above in the capacity stated and for the period mentioned. I wish to state the following.

Qualities and skills, illustrated with specific facts

Notable achievements

For these reasons, I recommend this person for the application or purpose concerned.

Contact details for any verification

Place

Date

Yours faithfully,

Signature

Name in full