

# LETTER OF RECOMMENDATION

Date: \_\_\_\_\_

To Whom It May Concern,

I am writing to provide a letter of recommendation for

\_\_\_\_\_ (Recipient's Name:  
\_\_\_\_\_) , who has been known to me in the capacity of  
\_\_\_\_\_ (Relationship:  
\_\_\_\_\_) for a period of  
\_\_\_\_\_ (Duration:  
\_\_\_\_\_). During this time, I have had the opportunity to  
observe their skills and character, and I am pleased to offer my endorsement.

Recipient's Name: \_\_\_\_\_ has consistently demonstrated  
exceptional qualities in the areas of \_\_\_\_\_ (Skills/Qualities:  
\_\_\_\_\_). Their ability to  
\_\_\_\_\_ (Specific Skill/Action:  
\_\_\_\_\_ ) has been particularly noteworthy, and their  
contributions to \_\_\_\_\_ (Organization/Project:  
\_\_\_\_\_ ) have been invaluable.

I am confident that Recipient's Name: \_\_\_\_\_ will bring the  
same level of commitment and excellence to any future endeavors. They possess a strong work

ethic, a keen sense of responsibility, and the ability to work collaboratively with others. I have no doubt that they will be an asset to any organization or institution they choose to join.

## DEFINITIONS

For the purposes of this Letter of Recommendation, the following terms shall have the meanings set forth below:

"Recommender" refers to the individual providing this letter.

"Recipient" refers to the individual for whom this recommendation is provided.

## GOVERNING LAW AND JURISDICTION

This Letter of Recommendation shall be governed by and construed in accordance with the laws of the State of \_\_\_\_\_ (State:

\_\_\_\_\_ ). Any disputes arising from or related to this letter shall be subject to the exclusive jurisdiction of the courts located in

\_\_\_\_\_ (County/City:  
\_\_\_\_\_, \_\_\_\_\_ (State:  
\_\_\_\_\_ ).

## SEVERABILITY

If any provision of this Letter of Recommendation is held to be invalid or unenforceable, the remaining provisions shall continue in full force and effect.

## ENTIRE AGREEMENT

This Letter of Recommendation constitutes the entire agreement between the parties regarding the subject matter hereof and supersedes all prior agreements and understandings, whether written or oral.

## NOTICE

Any notice required or permitted to be given under this Letter of Recommendation shall be in writing and shall be deemed to have been duly given when delivered personally or sent by certified mail, return receipt requested, to the addresses specified below or to such other address as either party may specify in writing.

## AMENDMENT

This Letter of Recommendation may not be amended or modified except by a written agreement signed by both parties.

## TERMINATION

This Letter of Recommendation shall remain in effect until the purpose for which it was issued is fulfilled or until terminated by mutual consent of the parties in writing.

## SIGNATURES

Recommender's Name: \_\_\_\_\_

Recommender's Title: \_\_\_\_\_

Recommender's Organization: \_\_\_\_\_

Recommender's Address: \_\_\_\_\_

Recommender's Phone: \_\_\_\_\_

Recommender's Email: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

WITNESS

Witness Name: \_\_\_\_\_

Witness Address: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

NOTARIZATION

State of \_\_\_\_\_

County of \_\_\_\_\_

Subscribed and sworn to before me on this \_\_\_\_\_ day of  
\_\_\_\_\_, 20 \_\_\_\_\_, by  
\_\_\_\_\_. (Recommender's Name:  
\_\_\_\_\_).

Notary Public Signature: \_\_\_\_\_

Notary Public Printed Name: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

This Letter of Recommendation is intended to provide an accurate and truthful account of the qualifications and character of the recipient and is provided without reservation. Please feel free to contact me should you require any further information.

Sincerely,

Recommender's Name: \_\_\_\_\_

