

FREE TEMPLATE

Letter of Recommendation

Replace the highlighted text in brackets with your own details. Delete this instruction line before sending.

[Recommender's Full Name]
[Job Title] · [Company / Institution]
[Street Address, City, State, ZIP]
[Email] · [Phone]

[Date]

[Recipient's Name or Committee]
[Title]
[Organization / School]
[Address]

Dear [Recipient's Name or "Members of the Selection Committee"],

I am pleased to recommend [Candidate's Full Name] for [position, program, or scholarship].
I have known [Candidate's First Name] for [length of time] as their [manager / professor /
mentor] at [Company or School].

During that time, [Candidate's First Name] consistently demonstrated [two or three key
strengths]. For example, [describe a specific project, responsibility, or challenge and the
result, with numbers where possible].

What stands out most is [a defining quality: work ethic, curiosity, leadership, reliability].
[Add one short supporting example or outcome.]

I am confident [Candidate's First Name] will bring the same [quality] to [the role, program,
or opportunity], and I recommend them without reservation. Please feel free to contact me at
[email] or [phone] if you would like more detail.

Sincerely,

[Recommender's Full Name]
[Job Title], [Company / Institution]

SAMPLE

Completed Example

A filled-in version of the same template, for reference only.

Priya Raman
Senior Marketing Manager · Northline Media
418 Cedar Street, Austin, TX 78701
p.raman@northlinemedia.com · (512) 555-0184

March 4, 2026

Hiring Committee
Brightpath Analytics
900 Market Street, Denver, CO 80202

Dear Members of the Hiring Committee,

I am pleased to recommend Daniel Ortiz for the Marketing Analyst position at Brightpath Analytics. I have known Daniel for three years as his direct manager at Northline Media, where he worked as a marketing associate on our campaign reporting team.

During that time, Daniel showed unusual strength in turning messy data into decisions people could act on. He rebuilt our weekly campaign report from scratch, cut the reporting cycle from two days to four hours, and used the freed-up time to run tests that lifted email click-through by 18% over two quarters.

What stands out most is his judgment. When our paid spend jumped last spring, Daniel flagged an attribution error before it reached the client deck and proposed the fix himself rather than waiting to be asked.

I am confident Daniel will bring the same rigor and initiative to your analytics team, and I recommend him without reservation. Please feel free to contact me at p.raman@northlinemedia.com or (512) 555-0184 if you would like more detail.

Sincerely,

Priya Raman
Senior Marketing Manager, Northline Media

How to Use This Template

Five minutes of setup, and a letter that reads like it was written for one specific opportunity.

Fill it in

- Replace every bracketed prompt on page 1 with real details, then delete the instruction line at the top.
- Name the exact role, program, or scholarship. Generic openings are the fastest way to lose a reader.
- Add at least one example with a number, timeframe, or outcome attached to it.
- Close with a clear endorsement and a working phone number or email.

Adjust for the purpose

Job

Lead with performance, reliability, and measurable results in a comparable role.

College

Emphasize intellectual curiosity, classroom engagement, and academic growth.

Scholarship

Tie the candidate's qualities directly to what the award is meant to reward.

Before you send

- Check the recipient's instructions first. Some applications require their own form, a set word count, or submission directly by the recommender through a portal.
- Proofread names, dates, and titles. These are the errors reviewers notice.
- Sign the letter, then save or export it as a PDF so the layout stays fixed on any device.
- Keep a copy, and note which version you sent where.

This template is provided as a general writing aid. Always follow the specific format, length, and submission requirements set by the employer, school, or scholarship program.