

Your Contact Information

Your Name
Your Title
Company or School Name
Address
City
State, Zip Code

Date

Salutation

If you are writing a personal letter of reference, include a salutation (Dear Mr. Johnson, Dear Dr. Jameson, etc.). If you are writing a general letter, say "To Whom it May Concern" or don't include a salutation. If you don't include a salutation start your letter with the first paragraph.

First Paragraph

The first paragraph of a recommendation letter explains your connection to the person you are recommending, including how you know them, and why you are qualified to recommend the person for employment or school.

Second Paragraph

The second paragraph of a recommendation letter contains information about the individual you are writing about, including why they are qualified, what they can contribute, and why you are recommending them. If necessary, use more than one paragraph to provide details.

Third Paragraph

When writing a letter recommending a candidate for a specific job opening, the recommendation letter should include information on how the person's skills match the position they are applying for. Ask for a copy of the job posting and a copy of the person's resume so you can target your letter accordingly.

Summary

This section of the recommendation later contains a brief summary of why are you are recommending the person. State that you "strongly recommend" the person or you "recommend without reservation" or "has my highest recommendation" or something similar.

Conclusion

The concluding paragraph of your recommendation letter contains an offer to provide more information. Include a phone number within the paragraph, include the phone number and email address in the return address section of your letter, or in your signature.

Sincerely,

Recommender Name
Title