**[TU DIRECCIÓN]**

**[FECHA]**

**[NOMBRE DEL RECEPTOR (PERSONA O COMPAÑÍA)]**

**[CARGO DEL RECEPTOR (SI APLICA)]**

**[DIRECCIÓN DEL RECEPTOR]**

Dear Mr./Ms./Mrs./To Whom it May Concern,

I write this letter in support of [**NOMBRE DEL RECOMENDADO]** I have known him/her for [**TIEMPO QUE TIENES DE CONOCER AL RECOMENDADO]** and can honestly say that he/she is a [**MENCIONA UNA O DOS HABILIDADES QUE HAGAN AL RECOMENDADO VALIOSO EN GENERAL**] person, and a suitable candidate for any position he/she is looking for.

Since I have known [**NOMBRE DEL RECOMENDADO]** he/she has always been dedicated to improving him/herself. One of her best traits is his/her persistence, dedication as well as his/her caring for the wellbeing of others.

I will never forget how he/she **[EN ESTA SECCIÓN PUEDES PONER TU ANÉCDOTA PERSONAL, HACIENDO ÉNFASIS EN LAS HABILIDADES CLAVE DE TU RECOMENDADO.]**

I am convinced that [**NOMBRE DEL RECOMENDADO]** would be a great addition for [**NOMBRE DE LA COMPAÑÍA O INSTITUTO]**.

Please feel free to contact me at [**TU INFORMACIÓN DE CONTACTO]** if you have any other questions.

Sincerely.

**[TU NOMBRE]**