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Re: Recommendation for \_\_\_\_\_

To whom it may concern:

Please allow me the opportunity to submit a glowing recommendation for \_\_\_\_\_  
\_\_\_\_\_. I believe \_\_\_\_\_ would make a great addition to your team in the position  
of \_\_\_\_\_.

I met \_\_\_\_\_ in \_\_\_\_\_ as follows:

\_\_\_\_\_

I had the opportunity to get to know \_\_\_\_\_ better throughout our working  
relationship. I believe \_\_\_\_\_ brings a wonderful determination to everything and will  
be an asset to you.

\_\_\_\_\_'s skills will be a great match for your organization. I would strongly  
recommend \_\_\_\_\_. I can be reached at the email listed above or at \_\_\_\_\_.

Sincerely,

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