To whom it may concern:

I am writing this letter on behalf of **Person you are recommending**. I have had the pleasure of knowing **name** for **insert number** years. **Person’s name** has asked me to write a general recommendation letter for **him/her** to use when any employer asks for recommendations.

I met **Person’s name** when **he/she took a class I was teaching/worked for me/joined a group/club that I led**. After telling where the two of you met, go on to list the skills you found to be important when you worked together. Make sure to point out two to three major strengths of the person. If you taught this person, be sure to mention their high grades, good attendance and their attention to detail during certain projects, etc. If they worked for you, it is a good idea to also mention attendance as well as their ability to work on projects alone or with others. If the person was a part of your organization or club, be sure to write about their willingness to help, any fundraisers or any event they helped to set up, and their ability to work with many personalities to reach the same basic goal.

Use this paragraph to give examples from the points mentioned above. You can rate them as a student or employee. One example per point listed above is plenty. Also, use this paragraph to add information that you believe would be important for an employer to know.

To conclude, I highly recommend **Person’s name**. From my past experience with **Person’s name**, I believe **he/she** will be a valuable part of your team.

Sincerely,

**Sender’s Name Here**
**Sender’s Business Title Here**