# 

[Place and date]

To whom it may concern: [**may also be addressed to a banking institution or to a particular person**]

It is my privilege to issue this letter of personal recommendation to the citizen [**you can put the profession**] [**Full name of the recommended**] bearer of the national identity document [**insert ID number**] with residence in [**insert recommended home address], to whom I have the honor of knowing by sight and treatment for years [indicate in ordinal numbers**] and who I can vouch for is an excellent citizen, responsible, supportive, and has always maintained impeccable conduct with solid morals.

I can attest that [**title and surname**] has exhibited good manners and courteous treatment in each of the interactions with other members of society that I have witnessed. Likewise, I can confirm his high ethical values ​​that are reflected in his daily actions, he is an excellent worker who fully fulfills the tasks entrusted to him and is a respectable and productive member of society. For these and many other reasons that I can gladly communicate to you if you consider it necessary, it is a privilege for me to grant my most complete and thorough personal recommendation.

I know that, without a doubt, anywhere, he raised his own good name and mine very high. Please do not hesitate to contact me if you need any additional information or data.

Sincerely,

[Name and surname]