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[Place and date]

To whom it May concern:

Receive a cordial and respectful greeting. Through these lines I wish to inform you that Mr. (a) **xxxxx, xxxxx**, who worked in my organization for **xxx** years, is a citizen with impeccable conduct. He has proven to be an excellent **xxxx** and a hard worker, committed, responsible, and faithful achiever of his tasks. He has always expressed concern for improving, training and updating his knowledge.

During these years he has served as: **xxxxx**, in charge of **xxxxx.** That is why, I suggest you consider this recommendation, with the confidence that you will always live up to your commitments and responsibilities.

With nothing more to refer to and, waiting for this letter to be taken into account, I leave my contact number for any information of interest.

Sincerely,

[Name and surname]