To Whom It May Concern:

This is my official recommendation letter for Mr. Arnold Clavio to your training program. We have been friends for a long time and I can say that he really is a good person with a big heart. He is approachable and easy to work with. He thinks positively even though there are problems are on the track. He never stops dreaming of becoming the best. For these reasons, I am recommending him to your program.

Arnold is a man of intelligence. During his college years, he received a lot of honors and recognition about his excellence in regional and national quizzes. He had also been involved in some non-academic activities mostly in helping other people in rebuilding houses damaged by the storm.

I am sure that letting him join the program would fully enhance his skills in different aspects especially in leadership.

If you have any questions or concerns, you may simply call me through my phone number provided at the back of this letter.

Thank you for your consideration.

Sincerely,

Manny Jones