

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

## **Subject: Recommendation for [Name of the Person Moving Abroad]**

Dear [Recipient's Name],

I am writing to wholeheartedly recommend [Name of the Person Moving Abroad] for their upcoming move to [Destination Country]. I have had the pleasure of knowing and working alongside [him/her/them] for [duration] at [Company/Organization Name], where [he/she/they] has demonstrated exceptional skills in [specific skills or attributes].

[Name] consistently exhibits a strong work ethic, professionalism, and adaptability, making [him/her/them] well-suited for international opportunities. [He/She/They] has contributed significantly to our team by [specific contributions or achievements], and I am confident that [he/she/they] will bring the same dedication and passion to [Destination Country].

Moreover, [Name]'s intercultural competence and ability to communicate effectively across diverse backgrounds will be invaluable in [Destination Country's] multicultural environment.

I wholeheartedly endorse [Name] and am confident that [he/she/they] will excel in this new adventure. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you require any further information.

Thank you for considering this application.

Sincerely,

[Your Name]

[Your Position]