

Date: [Insert Date]

To Whom It May Concern,

I am pleased to write this letter of recommendation for [Candidate's Name], who is applying for a position in your bank. I have had the pleasure of working with [Candidate's Name] for [duration] at [Company/Organization Name], where [he/she/they] served as [Candidate's Position].

[Candidate's Name] consistently demonstrated exceptional skills in [mention specific skills relevant to banking, e.g., financial analysis, customer service, risk assessment]. [He/She/They] played a crucial role in [describe a relevant project or responsibility] that led to [mention a positive outcome, e.g., increased revenue, improved client relations].

In addition to [his/her/their] technical abilities, [Candidate's Name] possesses outstanding interpersonal skills. [He/She/They] is always willing to assist colleagues and clients alike, creating a positive and cooperative work environment. [His/Her/Their] ability to communicate complex information clearly has been invaluable to our team.

I wholeheartedly endorse [Candidate's Name] for a position at your bank. I am confident that [he/she/they] will bring the same level of dedication, expertise, and professionalism that [he/she/they] exhibited while working with us.

If you require any further information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]  
[Your Position]  
[Your Company/Organization Name]  
[Your Phone Number]  
[Your Email Address]