

[Your Name]
[Your Position]
[Your Company/Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Recipient's Company/Organization]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to recommend [Candidate's Name] for the CFA exam. As [his/her/their] [relationship to candidate, e.g., supervisor, professor, etc.] at [Your Company/Organization or Institution], I have had the pleasure of working with [Candidate's Name] for [duration]. During this time, I have been consistently impressed by [his/her/their] analytical skills, dedication to the field of finance, and unwavering commitment to professional growth. [He/She/They] exhibited an exceptional ability to [specific skills or contributions], which I believe will serve [him/her/them] well in the rigorous CFA program.

[Candidate's Name] demonstrates a strong understanding of financial principles and a passion for investment management. [Provide a specific example of the candidate's work or achievements that is relevant to the CFA].

I am confident that [his/her/their] strong work ethic and perseverance will enable [him/her/them] to excel in the CFA program and beyond. I wholeheartedly recommend [Candidate's Name] for the CFA exam with no reservations.

Should you require any further information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,
[Your Name]
[Your Position]