

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

[Recipient's Name]
[Recipient's Title]
[CFA Institute]
[Institute Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to recommend [Candidate's Name] for the Chartered Financial Analyst (CFA) certification. I have had the pleasure of working with [Candidate's Name] for [duration] in my capacity as [Your Position] at [Your Company], where [he/she/they] has consistently demonstrated exceptional analytical and financial skills.

Throughout [his/her/their] time with us, [Candidate's Name] has taken on various projects, including [specific projects or tasks], which required a deep understanding of financial principles and analytics. [He/She/They] exhibited remarkable diligence, attention to detail, and a commitment to professional ethics that I believe align closely with the values embodied by the CFA Institute.

In addition to [his/her/their] technical skills, [Candidate's Name] possesses strong interpersonal abilities. [He/She/They] works well with clients and colleagues alike, fostering a collaborative work environment while maintaining a focus on results. I have seen [him/her/them] lead discussions that not only involved complex financial topics but also required effective communication skills, showing [his/her/their] ability to simplify and clarify difficult concepts.

I am confident that [Candidate's Name] has the capability, determination, and professionalism to excel as a CFA charterholder. I wholeheartedly endorse [his/her/their] application and believe [he/she/they] will make a valuable addition to the CFA community.

Thank you for considering [Candidate's Name] for this prestigious certification. If you require any further information or specific examples of [his/her/their] work, please do not hesitate to contact me.

Sincerely,

[Your Name]
[Your Position]
[Your Company/Organization]