

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

To Whom It May Concern,

I am writing this letter to recommend [Candidate's Name] for the CFA certification. I have had the pleasure of working with [Candidate's Name] at [Company/Organization Name] for [duration of time] where [he/she/they] served as a [Candidate's Job Title].

During this time, I have observed [Candidate's Name] demonstrate exceptional [skills/qualities related to finance, such as analytical skills, integrity, professionalism, etc.]. [He/She/They] has consistently [specific example of a project or accomplishment that showcases the candidate's abilities].

[Candidate's Name] has a deep understanding of financial markets and investment analysis, which is crucial for the CFA credential.

[He/She/They] has shown a commitment to [furthering knowledge/continuing education], often seeking opportunities to enhance [his/her/their] skills and expertise.

I believe that [Candidate's Name] possesses the necessary qualities to succeed as a CFA and would be an asset to the investment profession.

I wholeheartedly recommend [him/her/them] for the CFA certification.

Please feel free to contact me at [your phone number] or [your email address] should you require any further information.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Job Title]
[Your Company]