

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

CFA Institute
911 E. Wells St.
Milwaukee, WI 53202
United States

Dear CFA Institute Admissions Committee,

I am writing to recommend [Candidate's Name] for the CFA charter. I have had the pleasure of working with [him/her/them] for [duration] at [Company/Organization], where [he/she/they] has demonstrated exceptional skills and professionalism in [specific field/role].

During [his/her/their] time in our team, [Candidate's Name] has shown a deep understanding of financial analysis, investment strategies, and ethical decision-making that align with the values and standards upheld by the CFA Institute. [He/She/They] consistently displayed analytical prowess through [specific example of a project or task], which resulted in [positive outcome or impact].

[Candidate's Name]'s dedication to continuous learning and professional growth is evident through [his/her/their] pursuit of the CFA designation. [He/She/They] possesses the intellectual curiosity and integrity that are crucial for a CFA charterholder. [Include any relevant certifications, relevant classes, or initiatives undertaken in pursuit of the CFA charter.]

Beyond [his/her/their] professional capabilities, [Candidate's Name] is also a supportive colleague and team player, making significant contributions to our team culture. [He/She/They] has shown the ability to collaborate effectively with others while maintaining a high level of performance.

I wholeheartedly support [Candidate's Name]'s application for the CFA charter and have no doubt that [he/she/they] will make a significant positive impact in the investment profession. Please feel free to contact me at [your phone number] or [your email] should you require any further information.

Sincerely,

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