

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

Admissions Committee

CFA Institute

[Address]
[City, State, Zip Code]

Dear Members of the Admissions Committee,

I am writing to wholeheartedly recommend [Candidate's Name] for the Chartered Financial Analyst (CFA) program. As [Your Position/Relationship to Candidate], I have had the pleasure of working with [Candidate's Name] for [duration] and can affirm their suitability for this esteemed program.

[Paragraph 1: Introduction and Context]

In my capacity as [Your Position], I have seen firsthand the dedication and passion that [Candidate's Name] brings to [his/her/their] work.

[He/She/They] consistently exhibits a deep understanding of financial concepts and demonstrates an exceptional ability to apply them in practical scenarios.

[Paragraph 2: Skills and Qualities]

[Candidate's Name] possesses a strong analytical mindset, evidenced by [specific example of a project or task]. [His/Her/Their] ability to synthesize complex information and communicate insights effectively sets [him/her/them] apart from peers. In addition, [he/she/they] showcases remarkable ethical judgment and professionalism, qualities that align with the values of the CFA Institute.

[Paragraph 3: Contribution to the Field]

Beyond [his/her/their] technical skills, [Candidate's Name] has shown a commitment to the finance community through [specific involvement in relevant organizations, initiatives, or volunteer work]. [He/She/They] not only seeks to advance [his/her/their] own career but also contributes meaningfully to the growth and betterment of the industry.

[Paragraph 4: Conclusion]

I am confident that [Candidate's Name] will excel in the CFA program and become a valuable asset to the finance profession. [His/Her/Their] dedication, integrity, and expertise make [him/her/them] a deserving candidate for this opportunity.

Thank you for considering my recommendation. If you have any further questions or need additional information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

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