

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

[Recipient's Name]
[Recipient's Position]
[Financial Institution Name]
[Institution Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to recommend [Borrower's Name] for a loan with [Financial Institution Name]. As [his/her/their] [relationship to borrower, e.g., employer, mentor, etc.] for [length of time], I have had the pleasure of witnessing [his/her/their] dedication, responsibility, and financial acumen.

[Develop a paragraph detailing the borrower's financial behavior, reliability, or any relevant experiences that highlight their capability to manage loan repayments.]

[Optional: Include specific examples of the borrower's achievements or commitments that underscore their trustworthiness and ability to handle financial obligations.]

I am confident that [Borrower's Name] will be a responsible borrower and will diligently fulfill the terms of any loan agreement. I fully support [his/her/their] application and believe that [he/she/they] will bring positive value to [Financial Institution Name].

Thank you for considering this recommendation. Please feel free to contact me if you require any further information.

Sincerely,

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