

[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]  
[Recipient's Company/Organization]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to recommend [Applicant's Name] for the formation of their Limited Liability Company (LLC), [Proposed LLC Name]. I have had the pleasure of knowing [Applicant's Name] for [duration of time] and have witnessed their exceptional skills, dedication, and professional integrity firsthand.

[Insert a specific example of the applicant's abilities, achievements, and work ethic. Discuss how these qualities will benefit the LLC and contribute to its success.]

[Applicant's Name] has consistently demonstrated [relevant skills/traits, such as leadership, creativity, or resilience] that would be invaluable in a business setting. Their commitment to [specific area relevant to the LLC, e.g., community service, innovation, customer satisfaction] sets them apart from others in the industry.

I have no doubt that [Applicant's Name] will thrive as the owner of [Proposed LLC Name]. Their entrepreneurial spirit, coupled with [his/her/their] expertise in [relevant field or industry], positions them well to make a significant impact.

Please feel free to contact me at [your phone number] or [your email address] should you require any further information or insight regarding [Applicant's Name] and their capabilities.

Sincerely,

[Your Name]  
[Your Title/Position]